



Pearson

Billings Policy

This policy sets out our approach to invoicing and associated matters for all customers of Pearson.

PURPOSE

This policy sets out our approach to invoicing and associated matters for all customers of Pearson.

What our invoice/credit note contains

- Pearson's name, head office address (VAT registered address) and logo
- Pearson's contact details (telephone and email)
- Pearson's VAT registration number
- invoices comply with VAT regulations
- customer's bill to name and address
- customer's ship to name and address
- a unique invoice number
- the date of the invoice
- the due date of the invoice (when payment is required based on the customer's agreed payment terms)
- the customer payment terms
- the customer's account number they hold with Pearson
- a sales order reference field
- the currency of the invoice
- shipment terms
- number of pages of the invoice document
- Pearson's bank details of where we expect the customer to pay us and what we expect the customer to quote
- summary of the charges i.e. total net, VAT and total due
- **Pearson's terms and conditions**
- line level invoicing detail of the

- product
- customer purchase order number
- quantity invoiced
- unit price of product
- discount (if applicable)
- line level VAT breakdown
- any important customer messages relating to that document
- centre number.

Please note learner detail will not be quoted on invoices, however customers can access this information from our various online portals or by calling our customer services team.



Pearson billings

Invoices will be created on a weekly basis. Dependent on customer set-up, an invoice or credit note will be sent to the customer via post, email or EDI feed.

Accounts Receivables

Customers will receive monthly statements detailing outstanding invoices, current ageing, total due and total account balance. Statements can also be distributed on an ad hoc basis when requested.

Pearson reserves the right to determine a credit limit for a customer, which can be reviewed at any time.

Pearson reserves the right to cease trading with a customer in the event that the customer is deemed a risk to the business.

All remittance information should be sent to cashrec@pearson.com.

For any account and invoice related queries customers should contact:

- tel: [0844 576 0045](tel:08445760045)
- email: creditcontrol@pearson.com

