

# Gas Billing requirements



You can complete this form electronically. Alternatively you can print the blank form and complete by hand.

Please return to:

enquiries@gazprom-energy.com  Gazprom Energy, 5th Floor, 8 First Street, Manchester, M15 4RP

## 1. Contact Group ID/Site Reference Number

## 2. Contact details

Site contact name

Site contact telephone

Site contact email

## 3. Billing preferences

Individual VAT invoices by post  or consolidated invoices<sup>1</sup> by email and post

Email address (if required)

Would you like a monthly billing summary<sup>2</sup> in addition to the above?

## 4. Billing address (if different to site address)

Company name

Address line 1

Address line 2

Address line 3

Town

County

Postcode

## 5. VAT & CCL

If the above site is eligible for VAT or Climate Change Levy reduction or exemption please complete a [VAT declaration form](#) or [Climate Change Levy Exemption form](#) so we can apply the reduction/exemption to your account. If you have any trouble downloading these forms please get in touch with our Customer Service team using the contact details above.

<sup>1</sup> A consolidated invoice is a single bill for all invoices produced for one customer over a certain period of time.

<sup>2</sup> A billing summary is an Excel spread sheet showing a detailed breakdown of invoices in a group account. It includes gas charges, site addresses and meter readings and can be used for reconciling against payments or matching to consolidated invoices.