

NEXGEN

Innovation Drives Progress

Unit 4, Innovation Drive
Milton Keynes
Buckinghamshire
MK9 1FH

Phone: +44 (0)1234 567890
info@nexgen.co.uk

BILL TO

AlphaTech Solutions
22 Regent Street
London
SW1Y 4PD

SHIP TO

AlphaTech Solutions
Warehouse 5, Met Business Park
Leicester
LE19 1WD

Invoice No.	Invoice Date	Ship Date	Purchase Order	Customer Ref.
NG-INV-2025-00123	2025-04-24	2025-04-19	PO-556423	ALTEC-SLN

Product Code	Description	Units	Excl.	VAT	Incl.
10323	MAILBOX 25PK	245	3787.70	568.16	4355.86

15%

COMMENTS

Exped payment by 6 May!

REMIT PAYMENT TO

NEXGEN
Unit 4, Innovation Drive
Milton Keynes
Buckinghamshire
MK9 1FH

Name: Julia Patel
Signature: [Signature]
Date: 29/4/25

Please sign and return to info@nexgen.co.uk

Recipient has 30 days from date of issue of this invoice to render queries, thereafter all queries will be null and void

REGULATIONS REQUIRE PAYMENT WITHIN 45 DAYS

Product	Location	Per Unit	Units	Excl.
10323 – Mailbox 25pk	1011	15.46	11	170.06
245x 25 = 6125 total.	1012	15.46	5	77.30
	1025	15.46	4	61.84
	1028	15.46	1	15.46
	1029	15.46	9	139.14
	1042	15.46	10	154.60
	1044	15.46	4	61.84
	1048	15.46	15	231.90
	1050	15.46	3	46.38
	1055	15.46	13	200.98
	1059	15.46	11	170.06
	1060	15.46	9	139.14
	1073	15.46	16	247.36
	1077	15.46	5	77.30
	1085	15.46	3	46.38
	2042	15.46	6	92.76
	2051	15.46	10	154.60
	2054	15.46	11	170.06
	2059	15.46	9	139.14
	3001	15.46	15	231.90
	3009	15.46	3	46.38
	3010	15.46	2	30.92
	3046	15.46	14	216.44
	3063	15.46	4	61.84
	3071	15.46	4	61.84
	3078	15.46	5	77.30
	3100	15.46	3	46.38
	5911	15.46	13	200.98
	6420	15.46	6	92.76
	6431	15.46	10	154.60
	7101	15.46	2	30.92
	7110	15.46	4	61.84
	7337	15.46	4	61.84
	9009	15.46	1	15.46
Total			245	£3787.70

From: Julia Patel <julia.patel@alphatech.com>
Sent: April 29, 2025 1:19PM
To: Sam Thompson <Sam.Thompson@nexgen.co.uk>
Cc: Accounts Payable <accounts@alphatech.com>
Subject: RE:Invoice NG-INV-2025-00123

Hi Sam,

Thanks for the clarification. We have reviewed and signed the attached invoice. Everything looks in order.

Please proceed with our usual payment process. You can expect payment in the next 5 business days.

Have a great day!

Best regards,
Julia

From: Sam Thompson <Sam.Thompson@nexgen.co.uk>
Sent: April 29, 2025 8:47 AM
To: Julia Patel <julia.patel@alphatech.com>
Cc: Accounts Payable <accounts@alphatech.com>
Subject: RE:Invoice NG-INV-2025-00123

Hi Julia,

Thank you for your query. The 15% VAT is correct for Mailbox 25pk (10323) under standard office supplies. The breakdown on Invoice NG-INV-2025-00123 is:

- Subtotal: £3 787.70
- VAT @ 15%: £568.16
- Total: £4 355.86

Please let me know if you need anything further.

Best,
Sam

From: Julia Patel <julia.patel@alphatech.com>
Sent: April 28, 2025 9:15 PM
To: Sam Thompson <Sam.Thompson@nexgen.co.uk>
Cc: Accounts Payable <accounts@alphatech.com>
Subject: RE:Invoice NG-INV-2025-00123

Hi Sam,

Thanks for sending over the invoice. Could you please confirm the VAT rate applied? Our records show recent contracts at reduced VAT, so we just want to ensure the 15% rate is correct for this shipment.

Kind regards,
Julia Patel

AlphaTech Solutions
accounts@alphatech.com
+44 (0)1098 765432

From: Sam Thompson <Sam.Thompson@nexgen.co.uk>
Sent: April 24, 2025 11:03AM
To: Accounts Payable <accounts@alphatech.com>
Subject: Invoice NG-INV-2025-00123

Dear Accounts Team,

Please find attached Invoice NG-INV-2025-00123 for 245 units of 10323– Mailbox 25pk, shipped on 24 April 2025.

- Excl. VAT: £3 787.70
- Incl. VAT (15%): £4 355.86

Kindly sign and return the invoice to info@nexgen.co.uk. Queries must be raised within 30 days of issue (by 24 May 2025), and payment is due within 45 days of issue (by 8 June 2025).

Best regards,
Sam Thompson

NEXGEN Ltd.
info@nexgen.co.uk
+44 (0)1234 567890

IMPORTANT NOTICE

This email, and any attachments, may contain information that is confidential and privileged. It is intended to be received only by the persons entitled to receive the information. If you are not the intended recipient, please delete it from your system and notify our system administrators at gethelp@nexgen.co.uk.