



# Pro-Forma Invoice

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 United Kingdom  
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**www.emeraldpublishing.com**  
 Emerald Publishing Limited  
 Registered in England No. 3080506

Page  of

Date

Our VAT No.

Your VAT No.

The Director  
 Jaipuria Institute of Management, Noida  
 A-32A, Sector – 62  
 Noida – 201309  
 U.P.  
 India

Customer Reference	Our Reference PLEASE QUOTE WHEN ENQUIRING
	605443/renewal

**This is not a VAT invoice - a valid invoice will be issued on receipt of payment**

**Are your details correct?  
Please amend if necessary**

Qty	Goods/Services Supplied	Period Vol/Iss	Your Ref	VAT	Total Goods/Service
	Emerald Marketing eJournal Collection Emerald HR, Learning and Organization Studies eJournal Collection	01/04/20-31/03/21		£0.00	£5,246.00
<b>Currency: GBP</b>					
					<b>Net £5,246.00</b>
					<b>VAT £0.00</b>
					<b>Total £5,246.00</b>

<b>Total Invoice Value</b>	£5,246.00
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**Queries: Please contact Subscriptions - Telephone: +44 (0) 1274 785281 Email: [subscriptions@emerald.com](mailto:subscriptions@emerald.com)**

**Customer information. Please enter**

**Your telephone number**

**Your email address**

Invoice me/my company

Visa  MasterCard  American Express

I enclose a cheque made payable to Emerald Publishing Limited

Card No.

Charge this subscription to my credit card (please include the cardholder's address if different from the invoice address)

Expiry Date:

Security Code/CVC:



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment Terms

All invoices must be paid within 28 days. Subscriptions are payable annually in advance.

No online access will be available, nor will print issues be despatched until payment is received. Payment may be made by cheque/or draft made payable to Emerald Publishing Limited, or by Visa, MasterCard or American Express (please quote card number, expiry date and security/CVC number).

Payment may also be made via Bankers' Automated Clearing Services (BACS\*\*).

## Our bank account details are:

**Please note we can only accept payment in the currency stated on the invoice**

Bank name: HSBC UK Bank PLC  
Account name: Emerald Publishing Limited

**GBP Address:** HSBC Bank plc, P.O. Box 105, 33 Park Row, Leeds, West Yorkshire, LS1 1LD, United Kingdom  
Account number: GBP: 64881109 SORT CODE: 40-27-15  
IBAN: GB17 HBUK 4027 1564 8811 09  
BIC: HBUKGB4B

**Non-GBP Address:** HSBC International, 60 Fenchurch Street, London, EC3M 4BA, United Kingdom

USD: 74575933 SORT CODE: 40-12-76  
IBAN: GB17 HBUK 4012 7674 5759 33  
BIC: HBUKGB4B

AUD: 74575992 SORT CODE: 40-12-76  
IBAN: GB73 HBUK 4012 7674 5759 92  
BIC: HBUKGB4B

EUR: 74575976 SORT CODE: 40-12-76  
IBAN: GB20 HBUK 4012 7674 5759 76  
BIC: HBUKGB4B

\*\* To avoid confusion when paying via BACS, please send your remittance advice quoting our account reference or invoice number direct to the Subscriptions Department, Emerald Publishing Limited, Howard House, Wagon Lane, Bingley BD16 1WA, United Kingdom. [subscriptions@emeraldinsight.com](mailto:subscriptions@emeraldinsight.com)

## VAT

VAT at the applicable rate is due on print issues delivered within the EU and electronic services provided to customers located within the EU, unless a VAT exemption certificate is produced.

For non-UK EU business customer who are able to produce a valid VAT number, VAT may be zero rated, subject to the reverse charge, on portion of the invoice relating to electronic services provided outside the UK. For EU customers unable to provide a VAT number, VAT has been charged on the electronic services using the rate applicable to the country where the customer is located.

VAT may be zero rated provided delivery is to a non-EU address or service provided to a customer located outside the EU or South Africa.

Emerald Publishing Limited reserves the right to change the price on the change of rate of VAT.

## Despatch

Journal issues are mailed 2nd class post within the UK (please allow 2-4 weeks for delivery), surface post to mainland Europe (please allow 4-6 weeks for delivery), and by air to the rest of the world (please allow 6-8 weeks for delivery).

## Cancellation/Refund Policy

Cancellations will be accepted prior to the provision of online access or, where the subscription is to a product without online access, the despatch of any issue, and a full refund of any payment received will then be made. No refund will be made in any other circumstances. The subscription will be terminated at the end of the period to which the subscription relates.

## Missing Issue Claims

Claims for missing issues will be met, subject to stock availability, if made within six months of the date of dispatch. Maximum of one claim per issue.

