

Thank you for requesting invoicing for PLSclear. Please complete the billing account form making sure to enter the relevant information into each section.

Once the form is completed, please email it back to us at [plsclear@pls.org.uk](mailto:plsclear@pls.org.uk).

When accepting your quotation, you will need to have a PO (purchase order) number which can be obtained from your finance department. If you are unable to obtain a PO please enter a reference which will appear as a line on the invoice. Please note there is a 50 character limit on the reference field.

**Please note we are only able to accept payment in GBP.**

## Can I have multiple permissions requests on one invoice?

If you have multiple requests that you wish to appear on one invoice, please accept the quotations within a 5-minute period. If you require individual requests to appear on individual invoices, please leave a gap of 5 minutes between approving requests.

## When will I receive the invoice?

Invoices are processed weekly, not at the time of acceptance, and will be emailed to the finance contact on the billing account. A copy will also be available in your PLSclear Request Manager inbox. You will be notified by email when the invoice is available to view.

## My licensee details are incorrect – how can I change this?

You can amend licensee details (name and address) at the time of payment. When you accept the quotation, you will be prompted to confirm the name and address that you want to appear on the licence. If the details you require are not already listed, you can add new licensee contact details via your Account Settings (top righthand corner of PLSclear). This will not affect any other licences generated in the system.

## My licence terms are incorrect – how can I change this?

If you have any queries with your licence terms, or if you wish to make changes, please leave a comment on your request within PLSclear.com. Leaving a comment is the quickest and most direct way to communicate with the publisher.

Once a quotation has been accepted, the terms of the licence cannot be changed. Please review the quotation document before accepting to ensure the terms of the licence and price agreed are correct. Please ensure that your rights are correct before accepting the quotation.

## Are there any fees to pay by invoice?

For any billing accounts located outside of the UK, an overseas processing fee of £25 will be added to each invoice due to fees incurred by the bank for international transactions.

We are unable to provide information for any currency exchange fees. Please contact your bank for more information.

## I need a certificate of residence or a taxation form to be completed

Please contact the PLSclear helpdesk by submitting a ticket via our [Help Section](#).

# Request for Invoicing – Billing Account Form

PLS Clear

---

## Your PLSclear Account Details

Your name

---

Your email address

---

Tick this box if you consent to your details including your name, email, and relevant documentation being shared with relevant contacts at the company below for the purposes of invoice reconciliation

---

## Billing Account Details

Company name

---

Address Line 1

---

Address Line 2

---

Address Line 3

---

City

---

Post/ZIP code

---

Country

---

VAT Number

(applicable only for UK & EU)

---

Tick this box if you are authorised to request invoices on behalf of the above company

---

## Billing Contact Details

The contact below will receive copies of all sales invoices generated in PLSclear for the company named above including any statements showing any outstanding amounts

Billing Contact Name

---

Email Address

---

Phone Number

---

---

### Office Use Only

PLS Collect Reference

---

X Code Reference

---

Date of Account Update

---

Initials

---

PLSclear is a service provided by Publishers' Licensing Services Limited

T: 020 7079 5940 | E: [plsclear@pls.org.uk](mailto:plsclear@pls.org.uk)