



## Billing Summary

Microsoft Limited  
Microsoft Campus  
Thames Valley Park  
Reading Berkshire RG6 1WG  
UK  
VAT Reg. No. GB724594615

**Sold To**  
Kettleburgh Parish Council  
Fortuna House  
Low Street  
Badingham  
SUFFOLK  
IP13 8JS  
GB

**Bill To**  
Kettleburgh Parish Council  
Timbers  
Church Road  
Kettleburgh  
SUFFOLK  
IP137LE  
GB

### Summary

|                 |                            |
|-----------------|----------------------------|
| Billing Profile | Kettleburgh Parish Council |
| Billing Number  | G127589846                 |
| Document Date   | 06/12/2025                 |

|                     |                  |
|---------------------|------------------|
| <b>Total Amount</b> | <b>GBP 11.59</b> |
| Due on 06/12/2025   |                  |

Questions on your bill? Visit <https://aka.ms/invoice-billing>

### Invoice for activity on 05/12/2025

This invoice is for any subscription purchases, renewals, and recurring charges on the date indicated. The service period you are paying for is listed with each subscription below. Find more details about your bill at

<https://admin.microsoft.com/Adminportal/Home#/billoverview/invoice-list/G127589846>

### Billing Summary

|                              |                  |
|------------------------------|------------------|
| Charges                      | 9.66             |
| Subtotal                     | 9.66             |
| Tax                          | 1.93             |
| <b>Total (including Tax)</b> | <b>GBP 11.59</b> |

### Payment Instructions:

Your account has a credit card on file and there is no action for you to take. The card you have on file will be charged.



Invoice

Microsoft Limited  
Microsoft Campus  
Thames Valley Park  
Reading Berkshire RG6 1WG  
UK  
VAT Reg. No. GB724594615

Billing Profile

Tax Invoice Number

Tax Invoice Date

Kettleburgh Parish Council

GB-TI2504947832

06/12/2025

Sold To

Kettleburgh Parish Council

Fortuna House

Low Street

Badingham

SUFFOLK

IP13 8JS

GB

Bill To

Kettleburgh Parish Council

Timbers

Church Road

Kettleburgh

SUFFOLK

IP137LE

GB

Invoice for activity on 05/12/2025

| Section Summary            |               |             |
|----------------------------|---------------|-------------|
| Section Name               | Charges (GBP) | Total (GBP) |
| Kettleburgh Parish Council | 9.66          | 9.66        |
| Total (excluding Tax)      |               | 9.66        |
| Tax Amount                 |               | 1.93        |
| Total (including Tax)      |               | 11.59       |

| Billing Details By Product                                                    |                  |     |                        |                  |                             |                    |
|-------------------------------------------------------------------------------|------------------|-----|------------------------|------------------|-----------------------------|--------------------|
| Kettleburgh Parish Council                                                    |                  |     |                        |                  |                             |                    |
| Microsoft 365 Business Basic - One-Year commitment for monthly/yearly billing |                  |     |                        |                  |                             |                    |
| Purchases                                                                     |                  |     |                        |                  |                             |                    |
| Charge Start Date - Charge End Date                                           | Unit Price (GBP) | Qty | Charges/ Credits (GBP) | Tax Rate         | Total (excluding Tax) (GBP) | Tax Line Indicator |
| 05/12/2025-04/01/2026                                                         | 4.83             | 2   | 9.66                   | 20.00%           | 9.66                        | A                  |
|                                                                               |                  |     |                        |                  |                             |                    |
| Tax Description                                                               |                  |     | Sub-Total Amount (GBP) | Tax Amount (GBP) | Total (including Tax) (GBP) | Tax Line Indicator |
| Tax 20.00%                                                                    |                  |     | 9.66                   | 1.93             | 11.59                       | A                  |
|                                                                               |                  |     | Subtotal               |                  |                             | 9.66               |
|                                                                               |                  |     | Azure Credit           |                  |                             | 0                  |

|       |           |
|-------|-----------|
| Tax   | 1.93      |
| Total | GBP 11.59 |



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