Tax Invoices to the UFS should be issued as follows:

The word 'TAX INVOICE' must appear on the document.

Addressed to: The University of the Free State

PO Box 339 Bloemfontein

9300

## Please include the following:

The amount without VAT should be reflected separately
The amount of VAT 15% should be reflected separately
The total amount VAT included should reflect at the bottom of the Tax invoice.