

# Sample Format for an Invoice

Your Name, address and phone number

## INVOICE

Invoice to: XYZ Organisation  
(you must invoice the School,  
not an individual)

Invoice Date: xx/xx/xx

Invoice No: (Unique number per invoice)

For the attention of:  
Name of your contact

Customer Order No: XYZ Organisation Purchase Order  
number (Invoice must relate to only 1 purchase order)

Organisation Full Postal  
Address and Contact  
telephone number

| Date                        | Description   | Amount |
|-----------------------------|---|--------|
| Date/s Service<br>Delivered | Description of service provided   |        |
|                             | Any additional description lines  |        |
|                             | NET Total   | £xx.xx |
|                             | VAT @ 15%   | £xx.xx |
|                             | (Must show Net Total and VAT if VAT registered)   |        |
|                             | Total Amount Payable  | £xx.xx |
|                             | Note: (indicate if a down payment (advance) has been given<br>- but do not deduct from the total) |        |

Registered office address: (required for a limited company)

VAT Registration No: (required for a VAT invoice)