

Consultant name*Company*

Address line 1

Address line 2, County, Postcode

☎ Contact telephone number

✉ Contact e-mail address

INVOICE

DATE:

DD/MM/YY

INVOICE #

XXXXXX

Bill To:

Finance & Resources,

Accounts Payable

Specialist Schools and Academies Trust,

16th Floor,

Millbank Tower,

☎ 020 7332 2500

For:

Diploma Support – training preparation and delivery

Purchase Order #

XXXXXX

DESCRIPTION	RATE (£)	QUANTITY	AMOUNT (£)
e.g. Trainer meeting: Millbank, 11 Sept 2009	375	1	£ 375.00
e.g. ITW: Venue, location, date	375	1.5	£ 562.50
e.g. ITD: Venue, location, date	375	1	£ 375.00
NET TOTAL:			£ 1,312.50
VAT (15%) only if applicable:			£ 196.88
GROSS TOTAL:			£ 1,509.38

Please pay within 21 days.

VAT details / Self-assessment number

Bank sort code: 44-44-44

Account number: 8888 8888

Bank company name