Consultant name

INVOICE

(Company)
Address line 1
Address line 2, Country, Postcode
☎ Contact telephone number
✉ Contact email address

Date:
DD/MM/YYYY

Invoice #
0000002

Bill To:
Finance & Resources,
Accounts Payable
Specialist Schools and Academies Trust,
16th Floor
Millbank Tower

☎ 020 7802 2300

Re:
Diploma Support – training preparation and delivery

Purchase Order #
A12F32E

DESCRIPTION	RATE (£)	QUANTITY	AMOUNT (£)
e.g. trainer meeting Millbank, 11 Sept 2009	375	2	£ 750.00
e.g. ITAP Kenya, Kolkata, dates	375	1.5	£ 562.50
e.g. ITAP Kenya, Kolkata, date	375	1	£ 375.00
		Total Fees:	£ 1,687.50
		VAT (17½) – n/a if applicable:	£ 295.31
		Amount Due (£):	£ 1,979.81

Please pay within 21 days.

VAT Reg. / Self-assessment number

Bank sort code: 00-00-00
Account number: 00000000
Bank company name