Consultant name

INVOICE

Company
Address line 1
Address line 2, County, Postcode
Contact telephone number
Contact email address

DATE:
DD/MM/YY YYYY

INVOICE #
XXXXXX

Bill to:
Finance & Resources,
Accounts Payable
Specialist Schools and Academies Trust,
3RD Floor,
Millbank Tower
020 7802 2300

For:
Diploma Support – training provision and delivery

Purchase Order #
XXXXXX

DESCRIPTION	RATE (£)	QUANTITY	AMOUNT (£)
e.g. Trainer meeting Millbank, 11 Sept 2009	275	1	£ 275.00
e.g. (Trainer Visitation, location, date	275	2.5	£ 662.50
e.g. (DSS Mentor Visitation, date	275	1	£ 275.00
		NET TOTAL:	£ 937.50
		VAT (15%) only if applicable:	£ 140.63
		GROSS TOTAL:	£ 1,078.13

Please pay within 21 days

VAT detailed / Self-assessment number

Bank and sort code, etc. etc. etc.
Account number, name, etc.
Name employer name