

## Consultant name

Company

Address line 1

Address line 2, County, Postcode

☒ Contact telephone number

☐ Contact e-mail address

# INVOICE

DATE:

DD Month YYYY

INVOICE #

XXXXXX

Bill To:

Finance & Resources,

Accounts Payable

Specialist Schools and Academies Trust,

16th Floor,

Millbank Tower,

☎ 020 7302 2300

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:			£ 907.50
VAT (15%) only if applicable:			£ 146.85
<b>GROSS TOTAL:</b>			<b>£ 1,078.13</b>

Please pay within 21 days.

VAT details / Self-assessment number

Bank sort code: ~~xx-xx-xx~~

Account number: ~~xxxx xxxx~~

Bank company name