INVOICE

From:	**Seller name** **Seller company name** **Seller company address** **Company number: Seller company number where applicable** **VAT number: Seller VAT number where applicable**	To:	**Buyer name** **Buyer company name** **Buyer address**

	Invoice date:	**Date**
	Invoice number:	**System generated number**
	SOS job number:	**System generated number**

Description	Cost (£)
SOS job title	**System generated number**

Subtotal:	
Tax (VAT 17.5%):	**If VAT registered, add VAT Otherwise n/a**
Total:	**System generated number**

Preferred payment method:

Cheque – make payable to **Seller company name**

Or

By PayPal: **Paypal account details (where applicable)**