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)**