

SAMPLE STANDARD UK GBP INVOICE

Must have correct supplier name and address

XYZ Limited

1 High Street, Finchley, London, N3 1AB
Tel: 020 8123 4567
Fax: 020 8123 5678

Addressed to BBC

INVOICE

Must be unique to supplier

BBC Accounts Payable
PO Box 479
Manchester
M14 0EJ

Invoice No. **ABC12345**
Invoice Date **01/09/2007**

Our Ref
Your Ref
PO No **4400012345**

BBCINV12
PROD
4400012345

BBC Contact:
John Jones
Tel. No. 020 813 4567

PO No. clearly visible

BBC Contact and contact number required

Description	£
Line 10 - HIJ Production Deal. Jan 2001 1st Scheduled payment	£100,000.00
Line 20 - HIJ Production Deal. Feb 2001 2 nd Scheduled payment	£100,000.00
In the event of queries, please contact J.Benlyin Ext 12345	
Net Total	£200,000.00
VAT @ 17.5%	£35,000.00
Invoice Total	£235,000.00

PO, Invoice & payment MUST be in same currency

If invoicing for several goods or services please add PO line item number

VAT REG No: GB 123 4567 89

XYZ Limited (an XYZ Inc. company)
Company Registered in England and Wales No. 123456
Registered Office: 1 High Road, Mill Hill, London, NW7 9

VAT:
Rate must be clearly stated
VAT Registration must be provided