

INVOICE

Invoice No.: 1/17
Purchase Order No: 17818

This is a unique reference code to be able to link up your accounting. You can make this up



This will be given to you by client/ buyer if they are a company. Individuals would not usually have this

INVOICE TO:

A Flight of Fancy Limited
Wendy Peter
2 The Heath
Second Start Street
Winchester
HM2 3FQ

Jane Smith
Little Keep
Copy Street
Townchester
DT1 7QR

J.Smith@artsdevco.com
Artsdevco.com

ACTIVITY	QTY	VAT	RATE	AMOUNT
Workshop Delivery – Hourly rate £50 – 2 hours	2	20%	£ 100	£100
Travel cost			£32	£32
			SUB-TOTAL	£132
			VAT TOTAL	£20
			TOTAL	£152
			TOTAL DUE	£152

Payment Terms: 30 days from receipt of invoice.

THANK YOU

Payable via BACS to
Jane Smith
Nation bank
7777123455
12-34-55

Your or your company correct bank account details. If you have a limited company, this should be under the limited company's bank account not your personal account Check your first template.

Or cheques made payable to
Jane Smith

This should also be the name your bank account is under.