|  |  |
| --- | --- |
| Company NameRegistered Adress:Phone:Contact email:Reference:To: | INVOICE Invoice #: *INSERT INVOICE REF*Date: *INSERT DATE* |
|  |

|  |
| --- |
| Description of services To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own. |

|  |  |  |  |
| --- | --- | --- | --- |
| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|  |  |  |  |
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|  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | TOTAL due |  |

### Bank Details

|  |  |
| --- | --- |
| Name on the account: |  |
| Account Number: |  |
| Sort - Code: |  |

Payment should be received no more than 30 days from the date of this invoice.

**Thank you**

**DELETE THIS PAGE!** (Don’t include this when sending an invoice!!) **REFERENCE ONLY**

Make sure you highlight all the text (press **‘CTRL’ and ‘A’** to select all the text) and change the font to black.

**Glossary and notes:**

You can edit sections marked in **RED** plus add additional details such as address, contact details, reference etc.

**Group Name**

You will need to add your group name and address of where the group is registered. This may be a PO box address, virtual office or home address (generally for the chair person or treasurer or those who are responsible for banking/correspondence)

**Invoice**

You can add an **invoice number #** and make sure you also add the date the invoice was created. It should not be back-dated. If this is your first invoice then out in a reference umber that makes sense, like 001 for example. You can also use these numbers to keep track of invoices internally and also to chase them up if there are any issues with the supplier.

**Description of services**

You should edit this section to provide a short description of what you are invoicing for.

The table has four columns: You should break the invoice down into **quantities** to make it easier to be processed and to give a clear indication of what is being invoiced for. Sometimes just a flat amount will be questioned by the recipient. Work out hourly rates or amounts per unit then **total** it all up.

**Bank details** are as standard. If you don’t currently have a bank account or are in the stages of changing banks then WVA can hold funds for you.