

[Your Company Name]

INVOICE

"[Your Address]"

"[Your Town, County Postal Code]"

Phone: "[0xxxx xxxxxx]" Fax: "[0xxxx xxxxxx]"

VAT Registration No. xxxxxx

INVOICE No [100]

DATE: 19 April 2013

Billing Address:

Trust / Org Name (Name of Trust you are Billing)

XXX Payables XXXX (Org code and Payables Code)

Phoenix House

Topcliffe Lane

Wakefield

West Yorkshire

WF3 1WE

Delivery Address:

Contact Name

Department

Address line 1

Address Line 2

Address Line 3

Address Line 4

Post code

Comments or special instructions:

ACCOUNT NUMBER	P.O. NUMBER	REQUISITIONER	DELIVERY NOTE	TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
Bank Details: Sort Code (XX-XX-XX) Account Number (XXXXXXXX) Please Make Cheques Payable to (XXXXXXXXXXXXXXXXXX) Remittance Address(XXXXXXXXXXXXXXXXXX)			SUBTOTAL
			DISCOUNT AMOUNT
			SHIPPING/HANDLING
			VAT
			TOTAL DUE

Supplier Comments or Instructions: (XXXXXXXXXXXXXXXXXXXX)

No personally identifiable data is to be put on an invoice. This includes any patient names and addresses. Use initials or the patients NHS number where appropriate.