

SAMPLE INVOICE

Please state your company name and logo (if applicable)
Registered office address

Contractor name:

Tax point date:

Invoice number:

TO: Jonathan Lee Contracts Limited
The Maltings
Mount Road
Stourbridge
West Midlands
DY8 1HZ

For contract services etc etc.....

W/C	=	Hours	@	£	=	£
W/C	=	Hours	@	£	=	£
W/C	=	Hours	@	£	=	£
W/C	=	Hours	@	£	=	£
W/C	=	Hours	@	£	=	£
		TOTAL		Hours @ £	=	£
		Plus VAT (if applicable)		=		£
		Grand total		=		£

Company registration number:

Registered in England / Wales / Scotland *
(* Whichever is applicable)

VAT registration number: