



Your Company Name

Address Line 1
Address Line 2
Address Line 3
Tel: 00000 000000
Fax: 00000 000000
Email: Sales@unknown company.co.uk
Your VAT Registration number
Your Company Registration Number

INVOICE

Invoice Number 12345
Invoice Date or Tax point date

Invoice to:
Purchase Ledger Department
(Company name)
West Terrace
Esh Winning
County Durham
DH7 9PT

Delivered to:
Company name & address

Your Ref - 000000
Our Purchase order Number - 000000

Description of goods/services you have supplied to us

Date goods/services took place

Any necessary breakdown of costs or information

VAT Rate	Subtotal
Net Amount	VAT Total
	Total

BACS payments to unknown bank plc **Sort code: 000000 Account: 00000000**. Send remittance advises either by post, fax or email. All discrepancies must be notified within 48 hours for claims, and only against a returns number obtained from the sales department. All goods supplied remain the property of unknown company, with full right of access until paid in full A copy of our full terms and condition are available on request.