

[Your Trading Name]

[Address Line 1]
 [Address Line 2]
 [Address Line 3]
 [Address Line 4]

[Telephone number]
 [Fax Number]
 [Email address]
 [Website]

[Customer Name]
 [Address Line 1]
 [Address Line 2]
 [Address Line 3]
 [Address Line 4]
 [Address Line 5]

INVOICE

| Invoice No. |
|-------------|
| [12345] |
| Date |
| 07/08/2008 |

| Date | Consignment No. | Your Reference | Service | Description | VAT % | Amount |
|------------|-----------------|----------------|---------|---|-----------------|-----------------|
| 06/08/2008 | | | ND | [Enter job collection and delivery details in this space] | 17.5% | £ 23.45 |
| 07/08/2008 | | | SD | {Enter another job collection and delivery details in this space} | 17.5% | £ 123.00 |
| 07/08/2008 | | | World | [Enter another job collection and delivery details in this space] | 0.0% | £ 43.00 |
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| VAT% | VAT AMOUNT | | | | SUBTOTAL | £ 189.45 |
| 17.5% | £ 25.63 | | | | VAT TOTAL | £ 25.63 |
| 0.0% | £ - | | | | TOTAL | £ 215.08 |

VAT Registration Number: [Your VAT Registration Number]

PAYMENT DUE BEFORE: 06/09/2008

PLEASE MAKE CHEQUES PAYABLE TO [YOUR BANK ACCOUNT NAME]

DIRECT PAYMENT DETAILS:

Account Number [Your Account Number]
 Sort Code [Your Sort Code]
 Account Name [Your Bank Account Name]
 Bank [Name and Address of your bank]

WE UNDERSTAND AND WILL EXERCISE OUR STATUTORY RIGHT TO INTEREST AND COMPENSATION FOR DEBT RECOVERY COSTS UNDER THE LATE PAYMENT LEGISLATION IF WE ARE NOT PAID ACCORDING TO OUR CREDIT TERMS