INVOICE

DATE:
Date

INVOICE #
100

CUSTOMER ID:
ABC12345

TO: Liverpool Guild of Students
160 Mount Pleasant
Liverpool
L3 5TR
01517946868

An invoice should be addressed to the Guild, not an individual

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Sales	Due on receipt	01/09/2026

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Item/service being purchased	£100.00	£100.00

All items and services being purchase should be listed and included in the total - make sure to consider VAT in the budget!

SUBTOTAL	**£100.00**
SALES TAX	**£20.00**
TOTAL	**£120.00**

The bank details need to be included to be able to make a payment

MAKE ALL CHECKS PAYABLE TO COMPANY NAME
A/C Number
Sort Code

The companies VAT number needs to be included so we know that they pay their own taxes - a declaration of this could be added instead if needed