**Name**

*Full address*

*Email address*

*Phone number*

*National Insurance Number*

*Unique Tax Reference*

*Date the invoice was created*

**Invoice** *(place invoice number alongside)*

**Contact** *(from the company you are employed by)*

**Name:**

**Full address:**

|  |
| --- |
| **Summary of work** |
| **Date/s** | **Description** | **Venue** | **Duration** | **PO Number** (if asked for) | **Amount** |
|  |  |  |  |  |  |
| Subtotal |  |  |

|  |
| --- |
| **Expenses** |
| **Date** | **Description** | **Journey/Purpose** | **Amount** |
|  |  |  |  |
| Subtotal |  |

|  |  |
| --- | --- |
| **Total amount invoiced** |  |
| **Banking details** | **Bank name****Sort code:****Account number:** |

**Signed:** *(Hand written signature)*

**Date:**

**I am looking after my own tax and NI.**

**Please pay within 28 days of date.**