

[Ltd Co name here]

[Your name here]

[Your Limited Company name here]

INVOICE

[Your address here]

[Your telephone no. here]

[Your email here]

Invoice No: [Invoice no. here e.g. JFL001]

Date: [Date of invoice here]

To: JFL Search & Selection
27 Beak Street
London, W1F 9RU

Fees: [Details of work undertaken and dates covered e.g. PR Services for X Company, Jan 01 – Jan 31 inclusive]

[Days and rates here, e.g. 5 days @ £100 per day]

[Total in £]

VAT 20% (if appropriate)

[20% of above figure]

Total Due

[Total of above in £]

Payment terms

Payment within 30 days via bank transfer or cheque:

Cheques are payable to [Limited Co name here]. Please post to [your address here].

Bank transfers should be made to:

[Limited Co. name]

[Bank name]

Sort Code: [xxxx]

Account No: [xxxx]

Reference: [e.g. Name of company worked for]