

Your letter heading which should contain:

Your name

Your Address

Contact Phone Number(s)

Email address

NOTE: If you're a sole trader, the invoice must also include:

Your name and any business name being used.

An address where any legal documents can be delivered to you if you are using a business name

**Invoice**

Invoice number **enter number**

Name Falmouth Exeter Plus  
Address Penryn Campus  
Penryn  
Postcode TR10 9FE

Date **enter date**

Qty (hrs)	Description (Type of Support)	Unit Price/hr	TOTAL
1	Example support covering the period from [date] to [date] as per attached timesheets	£xx	£xx
<b>Sub-total</b>			<b>£xx</b>
<b>VAT</b>			<b>£0.00</b>
<b>TOTAL</b>			<b>£xx</b>

Please pay via BACS transfer to:

Name of bank **please enter**  
Sort Code **please enter**  
Account number **please enter**

*Office use only*

Checked by  
PO number

VAT No: (Insert VAT number here – if applicable)

Company registered in England No: (enter Co reg no here – If applicable)