

Your Company Name/Logo
Street Address
City
County
Post Code

Phone: 0000-1234-567
Fax: 0000-1234-567

Bill To:
BBC Accounts Payable
PO Box 479
Manchester
M14 0EJ

BBC Contact: Amir-Hussain Shah (Phone: 0207 765 0435)

INVOICE

Date:
Invoice no:

DESCRIPTION	AMOUNT
Commissioned Production Title: [e.g. <i>By Jinkies! It's Tom, Dick and Harry</i>] Radio Network: [e.g. <i>BBC Radio 4</i>] Payment: [<i>First/Last Tranche or Month 'X' Payment</i>]	
Purchase Order Number: [e.g. <i>1234567890</i>] Item Line: [<i>10/20.....50</i>]	£3,500.00
Net Value	£612.50
Plus VAT at 17.5%	<u>£4,112.50</u>
Total Value	

Please make BACS payment to [*Your Company Name*] to the following bank account:

Bank: [*Your Bank*]
Account Number: [*Your account number*]
Account Sort Code: [*Your sort code*]

Updated 28th July 2010