

Your Company Name/Logo

# INVOICE

Street Address  
City  
County  
Post Code

Date:

Invoice No:

Phone: 0000 – 123 4 567  
Fax: 0000 – 321 7654

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

**For:**  
[Project or service description]

**BBC Contact:** Pat Collins - 0207 765 0435  
**P/O Number:** 5401000000

DESCRIPTION	AMOUNT
TOTAL	£

Make all cheques payable to [YOUR COMPANY NAME]  
If you have any questions concerning this invoice contact [CONTACT NAME, PHONE NUMBER, EMAIL]

THANK YOU FOR YOUR BUSINESS!