

INVOICE - 23rd July 2012

COMPANY NAME (if applicable)

TITLE

From:

Scott Bryan

A Street

A Town

A County

Postcode

VAT Number (if applicable)

YOUR ADDRESS

BILL TO:

A Client

A Company

Town

London

W12 345

CLIENT'S DETAILS

Date	Description	Total
30th Dec	A video about tiny hamsters (uploaded: www.awebsite.com/hamsters) <i>Commissioned by Laura Hinkley</i>	£300
30th Dec	An article about tiny hamsters (uploaded: www.awebsite.com/hamsters) <i>Commissioned by Jason Arnold</i>	£100
Total	OVERALL AMOUNT	£400

Terms and conditions:

Interest may be levied on overdue accounts.

Payment should be made within 30 days by **check** or **money transfer**.

Please may check payments to <Business Name>

Please send money transfer to <Your Bank Account Name> <Your Bank Number>

Bank Code: <Sortcode>

PAYMENT INSTRUCTIONS