**INVOICE**

|  |  |
| --- | --- |
| [Name]  [Address Line 1]  [Address Line 2] *optional*  [Address Line 3] *optional*  [Address Line 4] *optional*  United Kingdom  [Post Code]  [Email] | [Name]  [Address Line 1]  [Address Line 2] *optional*  [Address Line 3] *optional*  [Address Line 4] *optional*  United Kingdom  [Post Code]  [Email] |

**Invoice Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Description | Payment Terms | Due |
| [Name] | [What You’re  Employed For] | [Bank Transfer] | [Within 30 Days after receipt] |

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Description | Unit Price | Total |
| [Hours/Days] | [What You Did] | [Cost Per Hour/Day] | [Total Cost of it All] |

**Payment Details:**

Bank Account Name:

Bank Account Number:

Bank Sort Code:

Bank Address Details:

Date:

*Please be aware that according to the Late Payment of Commercial Debts (Interest) Act 1998, freelancers are entitled to claim a £40.00 late fee upon non-payment debts, at this time, at which point a new invoice will be submitted with the addition of this fee. If payment of the revised invoice is not received within a further 14 days, additional interest will be charged to the overdue account at a statutory rate of 8% plus Bank of England base on 0.75% totalling 8.75%. Parties cannot contract out of the Act’s provisions.*