

INVOICE

Insert name of business/athlete and address

Invoice: 00 *(Insert invoice number)*

To: *Insert name and address of organisation you're invoicing*

Subject: *Insert name of event e.g. Athlete appearance*

Date: *Insert date of the invoice*

Description	Cost
For the services of ... <i>Insert description of what you are invoicing for e.g. school appearance and date</i> Mileage <i>(if applicable)</i>	£0.00
<i>Insert VAT info if applicable. Must add number if VAT registered</i>	£0.00
Payable	£0.00

Payment by BACS to:

Insert bank details, account number, sort code

Email: (optional)

Website: (optional)