

Your Name or Company Name Invoice

(a)

Bank details for BACS:
Sort code: YY-YY-YY
Account: YYYYYYYY

For attn.
PUBLISHER/ (b)
PRODUCTION CO

(c)

Date: TODAY'S
DATE

(d)

Invoice number:
DRI149999

Job number:

Amount:

(e)

Very brief description of
the work

(g)

DR140000

(h)

£0.00

Purchase order number:
???

DR140001

£0.00

(f)

Commissioned by
[YOUR EDITOR'S
NAME]

(i)

Expenses:
Travel @ £xx.xx
Lunch @ £xx.xx

£0.00

(j)

Total to pay:

£70.00

Acme Writing proprietor is Bugs Bunny
Cheques to "B. Bunny"
Trading address is xxxxxxx
Email: xxxxx
phone number xxx