**Reference:** for example, your named customer contact, purchase order number

**Bill to:**

Your customer’s business name

Your customer's business address

**Deliver to:**

Shipping or delivery address, if relevant

**Supply date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quantity** | **Item and description** | **Unit price** | **VAT rate** | **Total before tax** |
| eg 25 | eg Women's baseball hats, navy blue | eg £3.00 | eg 20% | eg £75.00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Subtotal: | eg £75.00 |
| VAT: | eg £15.00 |
| Shipping: | Free |
| **TOTAL DUE:** | **£90.00** |

**Payment**

**Terms:** for example **within 30 days**

**Account name:**

**Account number:**

**Sort code:**

**We will exercise our statutory right to claim interest (at 8% over the Bank of England base rate) and compensation for debt recovery costs under the Late Payment legislation if we are not paid according to our agreed terms.**