

This is your address, we can add contact names or departments in order for the invoice to go to the correct address first time.

This is the invoice number, please note the three digits after the forward slash are not part of the invoice number but relate to the revision number, i.e. if the consultant amends the invoice the second print will be /002.

This is your reference number, followed by our consultant initials, and a locator code

A CLIENT  
PURCHASE LEDGER DEPARTMENT  
SOMEWHERE  
UK  
AB12 3CD

**INVOICE B091330/005**

Page 1  
Invoice Date 14/05/07  
Our ref: ACLIENT0/PW/2243DQ

You can use cost centres to help allocation of charges

Cost Centre: Head Office  
Purchase Order: Travel0132

If you use purchase order numbers this is where you will see it on the invoice.

Lead Name	Service/Supplier	Net	VAT	Gross
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**DE PLUME/NOM MR**

**RAILWAYS: BRITISH RAIL**

Ref/Ticket: 00247/6035593  
LEEDS TO LONDON SAVER RETURN

			VAT if applicable	
	125.00	0.00		125.00

This is the net cost of the travel booking

**DE PLUME/NOM MR**

HOTELS: THE CHAUCER HOTEL  
5 NIGHTS B&B LONDON

	638.25	111.75		750.00
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**MEDWAY TRAVEL: TRANSACTION FEES**

Date: 14/05/07

Service	Net	VAT
RR - RAILWAYS	10.00	0.00
H - HOTELS	10.00	1.75

	20.00	1.75	21.75
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Our fees are always totalled here, but a breakdown is shown in the narrative.

Travel Details

Depart	Arrive
01/06/07 06:48 Leeds	London Euston 01/06/07 08:24 NW
06/06/07 07:38 London Euston	Leeds 06/06/07 09:28 NW

These are the travel details

**TERMS**

Payment due on or before 10th June 2007 E&OE

Net + Tax	783.25
VAT	113.50
Gross	896.75
Paid	0.00
Due	896.75

These are your payment terms and should be the same on every invoice

This is the total amount due for your travel arrangements on this occasion.