

INVOICE

Invoice to:  
 Heathrow Business Support Centre  
 Purchase to Pay Process Team  
 PO Box 6000  
 Glasgow  
 G52 4YG

**Company Name**  
 (must be same as on PO eg.  
 Glasgow Airport Ltd)  
 Company address1  
 Company address2  
 Town  
 County  
 Post code

**Sample invoice**

Invoice date/Tax point: TODAY'S DATE  
 Our ref: SUPPLIERS REF NO.  
 Invoice No: 1234

Company PO Number:  
 3041684

PO date:  
 17/05/2012

Delivery date:  
 17/06/2012

PO Line no	Item number/description	Quantity Invoiced	Unit Price £	VAT rate	Invoiced Amount £
1	Part no. 12345 This is a test order line 1	5	2.50	20.00%	12.50
2	This is a test order line 2Amount based	10	1.00	20.00%	10.00

**Payment terms: 30 days**

**Total amount before VAT 22.50**

**VAT Registration No: xxx xxxx xx**

**VAT @ 20% 4.50**

**Company Registration No: xxxxxxxx**

**Total invoice amount 27.00**