

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