

[SUPPLIER LOGO]

INVOICE

[Supplier Name]
[Address line 1]
[Address line 2]
[Address line 3]
[Address line 4]
[Post code]

Invoice No: []
Invoice Date: [DD/MM/YYYY]
Purchase order No: []

INVOICE TO: *(choose the appropriate Authority you are invoicing)*

FAO Finance Service (Creditor payments)
Staffordshire Moorlands District Council
PO Box 136
Buxton
SK17 1AQ

FAO Finance Service (Creditor payments)
High Peak Borough Council
PO Box 136
Buxton
SK17 1AQ

Description	Qty £	Item £	Total £
<i>For Construction Industry please separate materials from Labour</i>			
	NET TOTAL £		
<i>Please separate VAT if chargeable</i>	VAT (STD RATE 20%)		
	GROSS TOTAL £		

VAT No:	[]
Tax Point (If different):	[]
UTR (Unique Tax reference or National Insurance Number if sub contractor)	[]
Company Registration (if applicable):	[]
Registered Address (if applicable):	[]
Payment Details:	[Sort Code] [Account No]
Account Name:	[]
Branch Name and Address:	[]