

SALES INVOICE

Private & Confidential  
 Invoice to: \*client name\*

Accounts Payable Address:

\*client address\*

\*Candidate Address\*  
 Address  
 Address  
 Address  
 Address

Tax point *date*	Ref	Client contact	A/C Number	Page 1
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Description	Standard rate	Discount	Total
Fee for the freelance days worked by *candidate name*	£		£
To be paid by *date*			

Currency: Sterling £ GBP

Net total	£
VAT	£
Total	£

Payment terms: strictly 7 days. Please advise of any query within 3 days of invoice date, late payment will result in the rebate period being void

Bank Details: \*xxxx xx-xx-xx / xxxxxxx\*

Vat No: \*if applicable\*

\*candidate Limited name if relevant\*

Company No. \*000000\* Registered in England  
 Address