



Pluss CIC
Merriot House, Office 1-4,
Hennock Road
Central Marsh Barton
Exeter
EX2 8NP

Invoice Date: 29/04/2020
Invoice Number: 12345
VAT number: xxxxxxxx

Joe Bloggs
9 Made Up Street
Townville
Xxx xxx

Description	Quantity	Unit Price	Amount
3 x 1.5hr counselling sessions for SWExxxxxx To help with social anxiety 02/03/2020, 04/03/2020, 09/03/2020	3	£50	£150.00
Mileage costs to meet participant SWExxxxx 3 days x 20 miles x 0.45 per mile	60	£0.45	£ 27.00
3-day wellbeing group course 08/04/2020 - 9:00-13:00	1	£100	£100.00
15/04/2020 - 13:00-16:00	1	£100	£100.00
22/04/2020 - 9:00-13:00 SWExxxxx, SWExxxxx, SWExxxxx, SWExxxxx attended all sessions SWExxxxx attended first two sessions	1	£100	£100.00
Venue hire in Bideford village hall For 08/04/2020, 15/04/2020 and 22/04/2020 for wellbeing course	3	£40	£120.00
Subtotal			£597.00
VAT 20% (n/a on venue hire & mileage costs)			£ 90.00
Total			£687.00

Due Date: 29/05/2020

Please pay: xxxxxxxx

Company registration xxxxxxxxx Registered address: xxxxxxxx

What you will need to include on your invoices:

- The usual detail about your organisation as the supplier, e.g. name of organisation, contact details, VAT number.
- Invoice number as ever this should be a unique reference number
- Invoice date
- A description of what the provision/activity is for which you are invoicing-this should be clear enough so that the cost can be clearly linked to your rate cards. As you can see in the template these descriptions do not have to be long just detailed enough to show exactly what the cost is.
- Dates, or range of dates for when the activity happened, if possible as well timings of when long sessions took place.
- Who or what the provision was for
 - if the activity is for a participant it should include their SWE/EWY number ideally, if you do not have these please use only use their initials
 - if the activity is for a specific event this should be explained in the description
- Cost - if the price is per session or per attendee then there should be some breakdown on the invoice to show this. In the example invoice you can see we have the cost per counselling session shown and the quantity of sessions shown.
- If there are different services being charged on one invoice they should be itemised, as you can see with the template each individual item has been shown separately on the invoice.
- If you are claiming mileage costs, please include the number of miles claimed and at what rate this has been charged.
- If you charge VAT on your invoice please make this clear, and if it is only charged on some of the items on the invoice please specify this as shown in the template.