

INVOICE

Indicate that this is an invoice, not a receipt of payment or a purchase order.



Logo Name

Include your company logo and company name (if you have one).

DATE

18/03/19

The date that the invoice was issued to the University.

INVOICE NUMBER

98765

You must include an invoice number. This is a unique reference number issued by you as the originator, enabling you to reconcile your accounting records. The number should not relate to the date of the invoice, or the University's purchase order number. It is good practice to use sequential numbers.

YOUR COMPANY

1 New Road,
Invoiceville, IN1 4VO

Phone

Email

You must include the name and address of your company (or yourself if you are a sole trader) on your invoice. You also need to include a way that the University can contact you, preferably both an email and a phone number.

INVOICE TO

University of Bristol
Accounts Payable
Augustine's Courtyard
Orchard Lane
Bristol, BS1 5DS

You must include the company name and address of the customer you are invoicing.

All invoices must quote a UoB purchase order (PO) number. Most PO numbers consist of eight numbers beginning with an 8. Purchase orders from the Estates Services Division consist of six numbers, a dot and then two numbers (e.g. 123456.78)

CUSTOMER CONTACT	PAYMENT TERMS	DUE DATE	PURCHASE ORDER NUMBER
Mr E. Gee	30 days	18/04/19	12345678

Please include the name of your contact at the University who engaged you to do the work.

This is the period of time in which the University have agreed to have paid you for your services.

The due date is calculated from the invoice date plus the payment terms. This is the last day on which the University should pay you.

This amount is the quantity multiplied by the unit price. (e.g. 1 day of consultancy is £200, but the University has purchased 2 days so the total is £400.)

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
2	Day of consultancy services to Finance Services department - 10/03/19	£ 200.00	£ 400.00
1	Hour long Skype call to discuss correct invoicing methods - 11/03/19	£ 50.00	£ 50.00

The quantity of the product or service provided.

Include a detailed description of the service or product provided so it is clear what this invoice relates to. This should include the date of supply.

This is the price of a single unit of the product or service provided. (e.g. 1 hour long Skype call costs £50.00)

This is the line totals added together.

Subtotal	£450.00
VAT @ 20%	£90.00
Total	£540.00

It is good practice to include your company registration number (CRN) if you have one. This will consist of 8 numbers, or 2 letters followed by 8 numbers.

If your company is VAT registered, then you must include VAT on your invoices. Standard VAT is calculated as 20% of the net price but VAT differs depending on the product/service.

This is the total amount that the University of Bristol will pay.

CRN: 12345678
VAT registration number: VT 123 49590

Your VAT registration number (if you have one) should be included at the bottom of your invoice. You cannot charge VAT if you are not VAT registered.

Correct bank details should also go on your invoice. This makes it easy for our Finance teams to check that we are paying the correct account.