**Gordon’s School**

**Invoice Pro-forma**

**Name and Address of Company/Individual:**

**Invoice No:**

**Invoice Date:**

**Office/Branch Used for Tutoring:**

**Invoice Details (to include the below):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Student** | **Date(s) of Sessions** | **No of hours per subject** | **Cost per hour** | **Net Cost for Sessions** | **VAT** | **Gross Net Cost for Sessions** |
| **Example:**  Gary Smith | 14th October 19  16th October 19 | 2 hrs. Maths  1 hr. English | £15  £15 | £30.00  £15.00 | £6.00  £3.00 | £36.00  £18.00 |

**Bank Details (to include the below):**

Account Name:

Bank Name:

Bank Address:

Postcode:

Sort Code:

Account No:

**Cheque Details (to include the below):**

Payable Name:

Postal Address:

**Contact Details (to include the below):**

Name of Contact:

Address:

Telephone Number:

E-mail Address:

**Additional information:**

Registered Office:

VAT Number: