



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	14 th October 14	2 hrs. Maths	£15	£30.00	£6.00	£36.00
	16 th October 14	1 hr. English	£15	£15.00	£3.00	£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: