

Newco Ltd

Newco Ltd
25 High St
Goodwood
GG2 3BB

VAT invoices must show the VAT registration number. This is not your VAT number, please seek advice before issuing a VAT invoice.

INVOICE

Tel: 01111 111111

→ **VAT No. 123 4567 89**

| | |
|-----|---------------|
| To: | Client's name |
| | Ad 1 |
| | Ad2 |
| | Ad3 |

Invoice Number: 0001
Date and Taxpoint: 1 Jan 01
Client's Reference Number: abc

| | |
|--|-----------------|
| To professional services rendered in connection with: activity <i>Invoices must bear the same information as a letter head. They must also include:</i> 1 The name and address of the person being invoiced. (This is the name of your client and not necessarily the name of the accounts officer in their head office. You can for example mark the invoice "F.A.O. Mr Jones", but it should be addressed to the client 2 The date of the invoice. 3 For Vat registered businesses the date must be preceded by the words "date and tax point" and the invoice must show a detailed analysis of how the Vat has been calculated. 4 Invoices must be sequentially numbered. 5 VAT invoices must show the VAT registration number. VAT invoices must be in GB Pounds and, if you wish, you can show a different currency within the dialogue in this shaded box. You cannot charge VAT to clients until your VAT registration is confirmed. If in doubt, please consult your accountant before charging anybody VAT. If appropriate (and having taken proper advice) you may be able to substitute a special rate of "0%" in place of the "17.5%". To include all sundry advice to date | £ 100.00 |
| Sub total | 100.00 |
| Vat at 17.5% | 17.50 |
| Total | £ 117.50 |

Cheques should be made payable to 'Newco Ltd'.