|  |  |
| --- | --- |
| **Invoice No:** | **\*Must be Unique\*** |
| **Invoice Date:** |  |
| **UWE Purchase Order No:** | **\*Must be Quoted\*** |
| **Supplier ID:** |  |
| **Invoice** | | |

|  |  |
| --- | --- |
| TO: | FROM: |
| University of the West of England  Accounts Payable  Finance Department  University of the West of England  Frenchay Campus  Coldharbour Lane  Bristol. BS16 1QY | **Company Name;** |
| **Address;** |
| **Address;** |
| **Postcode;** |
| **Contact Name & Tel No** |
| **E-mail Address**  **VAT Registration No (if applicable)** |
| **Company Number (if applicable)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Invoice Narrative:**  [Please provide description of work carried out, including dates worked and location] | **Unit** | **Rate** | **Total £** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Excl. VAT** | | |  |
| **Vat (if applicable)** | | |  |
| **TOTAL Incl. Vat** | | |  |

**Payment Details:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Bank Account No: | | |  | | Sort Code: | |  |
|  |  |  | |  | |  | |
| Bank Name: |  |  | | Account Name: | |  | |

**\*\*\*We can only process invoices in pdf format. Please save this template as a pdf before emailing it to accounts.payable@uwe.ac.uk\*\*\***