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

|  |  |
| --- | --- |
| TO: | FROM: |
| University of the West of EnglandAccounts PayableFinance DepartmentUniversity of the West of EnglandFrenchay CampusColdharbour LaneBristol. 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\*\*\***