Invoice Template

Treasurer

Cardiff University \_\_\_\_\_\_ Society

c/o Guild of Societies

Cardiff University Students’ Union

Park Place

Cardiff CF10 3QN

Coach’s Name

Address Line 1

Address Line 2

Address Line 3

Post Code

Telephone

Email Address

Invoice Number: \_\_\_

HMRC Reg. No.: (Where applicable)

INVOICE

|  |  |  |
| --- | --- | --- |
| Date | Service | Amount |
| Eg. 1/1/14 | Eg. Coaching women’s 1st team training | Eg. £40 |
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| TOTAL: | | £ |

Payment requested as:

X

Cheque: BACS transfer: Cash:

Details for BACS payment:

Name on account:

Account number:

Sort code: