

YOUR NAME HERE

Journalism & Media Services

[INSERT YOUR ADDRESS YOU USE FOR YOUR BUSINESS]

[YOUR UNIQUE TAX REF OR LTD COMPANY NO]

T: [INSERT MOBILE NUMBER] E: [INSERT YOUR EMAIL]

Date: [DATE OF SENDING INVOICE]

Date Due: [DATE 30 DAYS LATER]

Invoice No: [INVOICE NUMBER. USUAL FORMAT OF 001/18 (NUMBER OF INVOICE / YEAR)]

Client: [WHO YOU ARE SENDING THE INVOICE TOO]

Client Ref: [IF THEY HAVE A CODE TO REFER TO YOU]

Details	Cost
1 x DETAILS OF WORK (eg title, shift day, who commissioned it, etc)	[COST]
Total:	[TOTAL]

Payment via bank transfer only to the following account within 30 days of this invoice.

Bank: [BANK NAME]

Name: [NAME ON ACCOUNT]

Account No: [ACCOUNT NUMBER]

Sort Code: [SORT CODE]

Please be aware of the Late Payment of Commercial Debts (Interest) Act 1998. Freelancers are entitled to claim £40.00 late fee on non-payment of debts, after this time, at which point a new invoice will be submitted with the addition of this fee.

If payment of the revised invoice is not received within a further 14 days, additional interest will be charged to the overdue account at a statutory rate of 8% plus Bank of England Base of 0.5%, totaling 8.5%. Parties cannot opt out of the Act's provisions.