**SAMPLE INVOICE:**

**Invoice**

Your name (+ any business name)

Address

(email address, telephone and website if applicable)

Bank account details for BACS payments

**Date**

**Invoice number**

(e.g. 001 – number should be consecutive)

**Client order / Purchase Order / Job number**

(if received from client)

Your client’s name

Clients address

**For:**

A clear description of the commission, and usage

(e.g. illustrations for use on biscuit packaging only. Licence 2 years, UK only)

**Fee:** £000.00

**Expenses:** (if applicable) £000.00

**VAT**: (if applicable) £000.00

**Total:** £000.00

Signed

All payment due within 30 days. Any transfer of licence rights is conditional on receipt of full payment

(If using a business name include an address here where any legal documents can be delivered to you)