

Agency name / Logo

To:

Medway Council
 Gun Wharf
 Dock Road
 Chatham
 Kent
 ME4 4TR

United Kingdom

From:

Agency name
 First line of address
 Second line of address
 Post code

Registered number:
 VAT number:
 Contact number:
 E-mail:

INVOICE

Date	Due Date	PO Number	Account Number	Invoice Number	
18/08/2025	15/09/2025	300000123	XXXXX	12345	
Week ending /WE	Candidate Name	Units	Unit Number	Rate Value £	Amount £
15/08/2025	John Smith	Standard Hours	37	41.50	1,535.50
		Mileage	100	0.45	45.00
		Expenses	1	12.50	12.50
				Net value	1593.00
				VAT 20%	318.60
				Total Value	1,911.60

Please make all payments payable to:

[Agency Name]

Bank: xxxxxxxx

Sort code: 00-00-00

Account number: 12345678

Hourly Timesheet	
Candidate name: John Smith	LTD Company / Umbrella / PAYE
Client name: Medway Council	Client address: Gun Wharf, Dock Road, Chatham, ME4 4TR
Manager name: Anna Williams	PO number: 300000123
Week ending: 15/08/2025	

Hours

Day	Start Time	Break	End Time	Total Hours
Monday	8:00	30 mins	16:00	7 hours 30 mins
Tuesday	8:00	30 mins	16:00	7 hours 30 mins
Wednesday	8:00	30 mins	16:00	7 hours 30 mins
Thursday	8:00	30 mins	16:00	7 hours 30 mins
Friday	8:00	60 mins	16:00	7 hours
Saturday				
Sunday				

Total: 37 hours

Approvers name: A Williams

Approvers signature: *A WILLIAMS*

Date: xxxxxx