

Supplier name / logo

To:
Medway Council
Gun Wharf
Dock Road
Chatham
Kent
ME4 4TR
United Kingdom

From:
Supplier name
First line of address
Second line of address
Post code
Company registration number:
VAT No:
Contact number:
E-mail:

INVOICE

Date	Due Date	Purchase Order Number	Customer Number		Invoice Number
30/10/2025	29/11/2025	300000123	XXXXX		12345
Quantity	Description	Unit price	VAT Rate	Amount £	
1	Book	5.00	20%	5.00	
2	Lamps	10.00	20%	20.00	
				Subtotal / Net value	25.00
				Total VAT	5.00
				Total	30.00

Make payment to:

Bank:

Account name:

Sort code: 00-00-00

Account number: 12345678