# INVOICE

Invoice #(insert number)

Date: (Insert Date)

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| --- | --- | --- |
| Personal details:  Full name:  Address:  (Including first line, city, postcode)  Phone:  Email address: | Billed to:  Club/Society  Students’ Union UCL  25 Gordon Street London WC1H 0AY | Bank details:  Bank name:  Account code:  Sort code: |

| Description (including date/location of work) | HOURS | RATE | TOTAL |
| --- | --- | --- | --- |
| Enter description 1 | Hours | Rate | Amount |
| Enter description 2 | Hours | Rate | Amount |
| Enter description 3 | Hours | Rate | Amount |
| Enter description 4 | Hours | Rate | Amount |
| Enter description 5 | Hours | Rate | Amount |
| Enter description 6 | Hours | Rate | Amount |
| Enter description 7 | Hours | Rate | Amount |
| Enter description 8 | Hours | Rate | Amount |
| Enter description 9 | Hours | Rate | Amount |
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| --- | --- |
| TOTAL | Amount |

#### I am self-employed and I am responsible for any tax or National Insurance liability.