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| Your Name (fill In personal details)Your AddressFirst line, City, PostcodePhone: Email Address:  | INVOICEInvoice #(insert number)Date: (Insert Date) |
| To:Student’s Union UCL25 Gordon StreetLondonWC1H 0AY  | Bank Details: (fill in details of the account you want to be paid in to)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.