Invoice #: [date]

|  |  |
| --- | --- |
| From: [company name][your name][address][email][telephone no.] | Invoice to: [company name][address][email][telephone no.] |

|  |  |
| --- | --- |
| Item details and breakdown | Amount  |
| [please outline bursary type (e.g. travel, accommodation), date(s), and breakdown of costs] | £££ |
| TOTAL | £ [total amount] |

Bank Details:

[account number]

[sort code]

[account name]

[bank name]

[bank address]

For international payments:

[IBAN]

[BIC]

[SWIFT]

\*I understand that I am responsible for all my own taxes

Signed:

[Place signature here]