

SAMPLE STANDARD UK GBP INVOICE

Correct Supplier Name
& Address

XYZ Limited

1 High Street, Finchley, London N3 1AB
Tel: 020 8123 4567

Addressed to the BBC

INVOICE

Unique Invoice Number

BBC ACCOUNTS PAYABLE
PO BOX 7888
BILSTON
WV1 9RU

Invoice No. ABC12345
Invoice Date 01/07/2024

PO Number
clearly
visible

BBC Contact and
Telephone Number

Our Ref BBCINV12
Your Ref PROD
PO No 4400012345

BBC Contact:
John Jones
Tel. No. 020 813 4567

Invoice and
Payment currency
must match

PO Line Number if
applicable

Description	£
Line 10 – HIJ Production Deal. Jan 2024 1 st Scheduled payment	£100,000.00
Line 20 – HIJ Production Deal. Feb 2024 2 nd Scheduled payment	£100,000.00
In the event of queries please contact J. Benylin Ext. 12345	
Net Total	£200,000.00
VAT @ 20%	£40,000.00
Invoice Total	£240,000.00

Breakdown of VAT

VAT Reg. No: GB 123 456 78

XYZ Limited (an XYZ Inc. company)
Company Registered in England and Wales No. 12345678
Registered Office: 1 High Road, Mill Hill, London NW7

VAT Registration No.