

**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  
Our Ref BBCINV12  
Your Ref PROD  
PO No 4400012345

PO Number  
clearly  
visibleBBC Contact and  
Telephone Number**BBC Contact:**

John Jones  
Tel. No. 020 813 4567

PO Line Number if  
applicable

Description	£
Line 10 – HIJ Production Deal. Jan 2024 1 <sup>st</sup> Scheduled payment	£100,000.00
Line 20 – HIJ Production Deal. Feb 2024 2 <sup>nd</sup> Scheduled payment	£100,000.00

In the event of queries please contact J. Benylin Ext. 12345

Invoice and  
Payment currency  
must match

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.