

Non-VAT Invoice Template

For suppliers invoicing Latimer Tuition Ltd

Bill to: Latimer Tuition Ltd
Crow Royds Cottage, Crow Royds Farm, Riggs High Road, Sheffield, South Yorkshire, S6 6DA, United Kingdom
Company No. 13140764 | Latimer VAT No. GB385897519
PO number: not required unless Latimer has specifically provided one.

Supplier details		Invoice details	
Legal name	[Your legal name]	Invoice no.	[Unique number]
Trading name	[If different]	Invoice date	[DD/MM/YYYY]
Address	[Your address]	Supply date	[DD/MM/YYYY or period]
Email	[Your email]	Latimer contact/ref	[Optional - no PO required]
Company no.	[If limited company]	Payment terms	[confirm payment term]
VAT status	Not VAT-registered - no VAT charged	Send PDF to	[insert invoice email address]

Line items

Description	Qty/hours	Unit price	Line total
[Goods/services]	[Qty]	[£]	[£]
Totals		Payment details	
Net total	[£]	Account name	[Account name]
VAT	£0.00 - not VAT-registered	Sort code	[00-00-00]
Total due	[£]	Account number	[00000000]
		IBAN/BIC/SWIFT	[International only]

Notes: Please quote the invoice number on remittance advice. A purchase order number is not required unless Latimer Tuition has specifically provided one. Do not add VAT unless you are VAT-registered.