

# 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 no.	[Your VAT number]	Send PDF to	[insert invoice email address]

## Line items

Description	Qty/hours	Unit price	Net amount	VAT rate	VAT amount	Line total
[Goods/services]	[Qty]	[£]	[£]	[20%/0%]	[£]	[£]
<b>Totals</b>				<b>Payment details</b>		
Net total		[£]		Account name	[Account name]	
VAT total		[£]		Sort code	[00-00-00]	
Total due incl. VAT		[£]		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.