

Standard Invoice (e-buy)

<div style="background-color: #ffff00; padding: 5px; display: inline-block;">XYZ Limited</div> 1 High Street, Finchley, London, N3 1AB Tel: 020 8123 4567 Fax: 020 8123 5678		Supplier Name Must have correct supplier name and address
<div style="background-color: #ffff00; padding: 5px; display: inline-block;">INVOICE</div>		Document Type Clearly state if invoice or credit note
Invoice To' Address Must quote the 'Invoice To' address stated in the Purchase Order	London Borough of Camden 2nd Floor Town Hall Extension (Finance) Argyle Street London WC1H 8NG	Invoice No. ABC12345 Invoice Date DD/MM/YYYY
LB Camden Contact Contact Name and Number	LB Camden Contact: John Jones Tel No. 020 813 4567	Our Ref LBC123 Your Ref CSF020112 PO Number 10234567
Purchase Order, Line no's If invoicing for several goods or services, please quote the PO line number	Line 2 - Hardware Maintenance Line 5 - Equipment Hire	Invoice No. Must be unique to supplier
VAT Rate must be clearly stated	VAT @ 20%	Purchase Order Number Must be clearly visible
VAT VAT Registration must be provided		VAT REG No: GB 123 4567 89
In the event of queries, please contact J.Benylin Ext 12345		
Net Total		£2,000.00
Invoice Total		£2,400.00
XYZ Limited (an XYZ Inc. company) Company Registered in England and Wales No.1234567. Registered Office: 1 High Road, Mill Hill, London, NW7 9AB		

HubEnquiries@Camden.gov.uk

Helpdesk: 020 7974 3626

