

Your Company Name/Logo

Street Address
City
County
Post Code

Phone: 0000 – 123 4 567
Fax: 0000 – 321 7654

Bill To:
BBC
Accounts Payable Post Room
Villiers House
Haven Green
Ealing
London
W5 2PA

BBC Contact: Pat Collins - 0207 765 0435
P/O Number: 5401000000

INVOICE

Date:

Invoice No:

VAT No:

For:
[Programme Title/Network]

DESCRIPTION	AMOUNT
Description – for example 'First 50% of Licence Fee due for 'Programme Title'' VAT	
TOTAL	£

Make all cheques payable to [YOUR COMPANY NAME]
If you have any questions concerning this invoice contact [CONTACT NAME, PHONE NUMBER, EMAIL]

THANK YOU FOR YOUR BUSINESS!