

Appendix 2

Example Invoice

INVOICE

Company Name

1 High Street
Anytown
A1 1AA

Tel: 01484 414724
Fax: 01484 414724

To:
Marketplace Invoices
4th Floor
Civic Centre 1
High Street
Huddersfield
HD1 2PW

Purchase Order number: CP999999
Invoice number: 123456
Invoice Date: 01/01/2010

Qty	Description	Unit Price	Net Total
1	Item Description	10.00	10.00
2	Item Description	15.00	30.00
		Invoice Total	40.00