

Please Note: Invoices must be in PDF Format and not in Word or Excel Formats.

INVOICE/CREDIT NOTE*

(*delete where applicable)

SUPPLIER NAME

Address line 1

Address line 2

City

Post Code

Telephone

Mobile (if applicable)

Fax (if applicable)

Email

TO:

Accounts Payable
Worcester City Council
PO Box 357
Malvern
WR14 9HP

Invoice/Credit Note* Date

Invoice/Credit Note* Number

PO NUMBER (if applicable)

creditors@worcester.gov.uk

DESCRIPTION	Qty	Unit Price	VAT %	Amount VAT	Amount DUE
Description of Supplies, Services or Works	1	£1.00	20%	£0.20	£1.20
Total				£0.20	£1.20

PAYMENT DETAILS

BY BACS:

Bank

Account Name

Account Number

Sort Code

VAT Reg. No GB XXXXXXXXXX

Company Reg. No XXXXXX

BY CHEQUE:

Please make cheques payable to 'SUPPLIER NAME' and send to

SUPPLIER NAME

Address line 1

Address line 2

City

Post Code