

[Your Name]

[Address]

[Date]

Invoice # [A number you create – your reference number]

**Invoice to:** [Organisation Name]  
[Organisation Address]

**P.O. Number:** [A number provided to you by the Organisation – their reference number]

**RE:** [Project Title]

DESCRIPTION	DAYS	HOURS	RATE €	TOTAL €
Artist Fee				
Subsistence				
Materials				
<b>Total</b>				

Payable by cheque to the address above or by EFT using bank account details below:

Name of account:

A/C No.:

Sort Code:

BIC:

IBAN:

With Thanks,

[Artist Name] (Sole Trader)

PPS #:

*Not VAT Registered*