



Invoice

Community Pharmacy Name & Add.

Inv

Inv Date

Accounts Management
East Laith Gate House
Doncaster
DN1 1JE

Comments or Special Instructions

Quantity	Description	Unit Price	Total

Bank Name:

Sort Code:

Account Number:

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Inv Total with Breakdown	
Net Value:	£
Vat Value:	£
Gross Value:	£

Before submitting your Invoice please check it complies with the following:

- Clearly states if it is an Invoice or Credit Note
- Provide clear details of the organisation submitting the invoice and includes the remittance address
- Provides clear details of all Goods/Services billed
- Is legible
- Has a valid invoice date (Tax Point) and Invoice Number
- Clearly states the payee
- Has the correct VAT Calculations (Handwritten invoices in particular)
- Invoice adds up correctly (Handwritten invoices in particular)
- Includes the relevant supporting information, for example 1 claim form