|  |  |  |
| --- | --- | --- |
| Your name |  |  |
| Address | Email Address |  |  |
|  |  |  |  |  |
| **BILLED TO** University of Strathclyde16 Richmond StreetGlasgow G1 1XQUK |  |  |  |  |
| Invoice |  |  |  |  |
| **DESCRIPTION** | **UNIT COST** | **QTY/HR RATE** | **AMOUNT** |
| **INVOICE NUMBER**00001**DATE OF ISSUE**Xx/xx/xxxx | \*\*\*\*EXAMPLE ONLY\*\*\*\* |  |  |  |
| Tutoring Masters Students (December 2020) | **£120.00** | 3 | **£360.00** |
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|  |  |  |  |
|  |  |  | **INVOICE TOTAL****£360. 00** |
| **\*\*\*\*PLEASE PROVIDE FULL DETAILS OF BANK ACCOUNT INFORMATION TO ALLOW THE UNIVERSITY TO MAKE PAYMENT\*\*\*\*** Information required (where applicable) includes:* ACCOUNT NAME
* IBAN No or Account No
* Sort Code
* NAME OF BANK
* BANK ADDRESS
* SWIFT/BIC Code
* Routing Nos (US)
* BSB/Branch Code (Australia)
* IFSC (India)
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