**Security services invoice**

|  |  |
| --- | --- |
| **TO:** | **FROM:** |
| Name  Address  Town  County  Postcode | Name (include home or trading address)  Address  Town  County  Postcode |

|  |  |
| --- | --- |
| Invoice Date: |  |
| Invoice Number: |  |
| VAT number (if applicable): |  |
| Security Services provided: | (description of services provided) |
| Security Services provided to: | (address where services provided) |
| Payment Terms | Within 7 / 14 / 21 / 28 days (delete as appropriate) |
| Bank Account Details: | Bank Name:  Sort Code:  Account Number: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Date** | **From 00:00** | **To: 00:00** | **Total Shift Hours** | **Rate (£)** | **Net Amount (£)** |
| Monday |  |  |  | 0 | 0 | 0 |
| Tuesday |  |  |  | 0 | 0 | 0 |
| Wednesday |  |  |  | 0 | 0 | 0 |
| Thursday |  |  |  | 0 | 0 | 0 |
| Friday |  |  |  | 0 | 0 | 0 |
| Saturday |  |  |  | 0 | 0 | 0 |
| Sunday |  |  |  | 0 | 0 | 0 |
|  | Total | |  | 0 |  | 0 |
|  | VAT rate (if applicable) | | 20% |  |  |  |
|  | **Total Including VAT** | |  |  |  | **0** |

This template is available courtesy of **Security Guards Direct** the freelancer bidding platform.