|  |  |  |
| --- | --- | --- |
| **INVOICE** | **Invoice Date:** |  |
| [Company(/or Coach Name if invoice from individual] [Address Line 1] [Address Line 2] [Address Line 3] [Postcode] | **Invoice No:** |  |
| **For:** | **Services** |

**BILL TO:**

[Name of Club]  
University of Strathclyde Sports Union  
90 John Street  
Glasgow  
G1 1JH

|  |  |  |  |
| --- | --- | --- | --- |
| **SESSION DATE(S)** | **CLUB, VENUE & COACHING HOURS** | **RATE OF PAY(£/HR)** | **TOTAL** |
|  |  |  |  |
|  | | **Invoice Total** | £ |

**PAYMENT DETAILS**

|  |  |
| --- | --- |
| Individuals receiving payment from sports coaching should be registered self-employed. In order to comply with HMRC regulations, it has been recommended that USSU obtains the Unique Taxpayer Reference (UTR) number of all its self-employed suppliers. | |
| **UTR NUMBER**: If invoice from individual |  |

Please send payment to address below within [INSERT NO] days of invoice

|  |  |  |  |
| --- | --- | --- | --- |
| **Account Name:** |  | **Sort Code:** |  |
| **Name of Bank:** |  | **Account No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature/Print Name** |  | **Date:** |  |