**Invoice – *Example Template***

Tutor Name

Invoice Number xx

|  |  |
| --- | --- |
| **Invoice To:** | Merton Music Foundation  Merton Abbey Primary School  High Path  SW19 2JY |
| **For:** | Instrumental Teaching Services |

|  |  |  |
| --- | --- | --- |
| **Period:** | **From** | **To** |
| *START DATE* | *END DATE* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation** | **Activity** | **Hourly Rate** | **Hours Worked** |
| Individual, Paired & Small Group Teaching | £ |  |
| Ensemble Leadership / Co-Leadership | £ |  |

|  |  |  |
| --- | --- | --- |
| **Any Additional Services / Fees** | **Narrative** | **Fee** |
|  | £ |

|  |  |
| --- | --- |
| **Total Amount Invoiced** | £ |

|  |  |
| --- | --- |
| **Pay To** | **Bank Details** |
| Payee Name  Example Bank  1 Example Street  London  SW19 1AB  Sort: 12-34-56  Acc: 12345678 |

In connection with the arrangements agree between us for the provision of my services as claimed above. I undertake to make a full return to the Inland Revenue of any payments made to me by the Merton Music Foundation, for the provision of my services and I will be responsible for the payment of Income Tax thereon and National Insurance Contributions classes 2 & 4. My Trading accounts are submitted to HM Inspector of Taxes.

|  |  |
| --- | --- |
| Self-Employed Tax Reference No: |  |
| National Insurance Number: |  |
| **Signed:** |  |