Invoice to: **Merton Music Foundation**

Harris Academy, Lilleshall Road, Morden, Surrey SM4 6DU

From:

Date:

Invoice No:

 Instrumental Music Services provided during the period

 .......................to..........................201 (*Insert dates*)

 Total hours worked = ............. @ £.........per hour

 TOTAL DUE........................................

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.

District:..............................................................................................

My Reference is: .............................................................................

My National Insurance number is:.....................................................

Signed..................................................................

This is a template only to show you what is required on your invoice.

Please ensure you have included all this information on to your own invoice.