



INVOICE

TO: Hounslow Translation and Interpreting Service
London Borough of Hounslow
Civic Centre, Lampton Road
Hounslow
TW3 4DN

Name: Address: Postcode: Telephone: Email:	Unique Tax Reference: <i>(This is a 10 digit number provided by HMRC when registered as self employed)</i> Invoice Date:
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JOB NO:	Agreed Amount	£	
DATE:	Travel Expenses*	£	

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* Travel expenses to be supported by valid VAT receipts/ tickets or mileage record form.

TOTAL PAYABLE:	£
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Signature:

Date: