**DELETE BEFORE USE**

**Note that this is a guide and should be adapted to meet your needs/business operations. No liability or responsibility is assumed by the author.**



[YOUR NAME] INVOICE

**INVOICE NUMBER**  #000000

**DATE**  DD/MM/YYYY

| CLIENT | *Client’s Name here* |
| --- | --- |
| CLIENT ADDRESS | *Not necessarily the same as the venue address* |
| CONTACT | *Your contact’s name & their contact information e.g. Email, Phone* |

| DESCRIPTION | DATE | FEE |
| --- | --- | --- |
| DJ Performance | DD/MM/YYYY | £ |
| Expenses | DD/MM/YYYY | £ |

| PAYMENT: **£** | | | |
| --- | --- | --- | --- |
| CASH |  | BACS | YES |
| ACCOUNT NUMBER: xxxxxx  SORT CODE: xxxxxx  ACCOUNT TYPE: Business | | BANK: xxxxxx  ACCOUNT NAME: xxxxxx | |

**Payment term: 21 days**

**Payment due by: DD/MM/YYYY**

*Invoice Payment Terms:*

*1. Payment Due Date: The payment is due within 21 DAYS from the date of invoice issuance.*

*2. Late Payment: If the payment is not received by the due date, a late fee of 11% (statutory rate of 8% plus Bank of England base of 3%) will be applied for each day that the payment remains outstanding as well as a £40.00 fee will be added upon non-payment under the Late Payment of Commercial Debts (Interest) Act 1998. Parties cannot contract out of the Act’s provisions. Any further reminders after will incur a £20 admin fee for each invoice raised.*

*3. Payment Methods: We accept payments by Bank Transfer. Please ensure to include the invoice number with your payment as the Reference.*

*4. Monthly Invoices: For ongoing services, we will issue monthly invoices, and each invoice will have its specific due date.*

*5. Partial Payments: In some cases, partial payments may be accepted. Please contact us to discuss such arrangements in advance.*

*6. Disputed Invoices: If you believe there is an error on your invoice, please notify us within 5 business days from the invoice date. We will promptly investigate the matter and adjust the invoice if necessary.*

*7. Collection Costs: If payment remains outstanding beyond 21 days from the due date, we reserve the right to engage a collection agency or pursue legal action to recover the debt. You will be responsible for any collection costs or attorney's fees incurred in the process.*

*8. Grace Period: We may offer a grace period of 7 days for late payments on a case-by-case basis. However, this should not be construed as a waiver of our right to collect late fees.*

*9. Currency and Taxes: All payments should be made in GBP and include any applicable taxes, duties, or levies.*

***Please review these payment terms carefully and let us know if you have any questions or concerns. Thank you for your prompt attention to this matter.***

***By accepting this invoice, you hereby accept these terms and conditions.***

**FOR YOUR RECORDS:**

*[YOUR NAME]*

*[YOUR PHONE NUMBER]*

*[YOUR BUSINESS ADDRESS]*