Invoice

To (Debtor):
Name: ....
Organisation: ....
Address: ....
Address: ....
Postcode: ....

From (Issuer):
Name: ....
Address: ....
Address: ....
Postcode: ....

Invoice Number: …………….……..
Date Issued: …………………………..……….
Payment Due By: (30 days from issue) …………………………

Reference

This invoice is issued pursuant to the **Notice of Terms and Conditions and Schedule of Fees** served on (Date) …………………….. by (method of service) ……………………….

No.	Description of Breach / Violation, date & time	Fee £

Subtotal: £
Interest (if applicable, 8.5% p.a. on debts over £1,500): £
Total Due: £

Payment Terms

- Payment must be made within **30 days** of the date of this invoice.
- Payments not received will be subject to recovery action through the County Court (MCOL) with costs and interest added under the **County Courts Act 1984, s.69**.
- Payment Method: [Postal Order / Cheque]

Declaration

This invoice is issued under contract and lawful Notice. By prior service of my **Notice of Terms and Conditions**, the debtor is bound by the fees set forth therein.

Signed: .... Date: ....