# INVOICE No 5237

**To:** Company Name  
 Address Line 1  
 Address Line 2  
 Address Line 3

**VAT No.:**

**Contact:** Name  
 Email address

**From:** Name and Job Title  
 Email address

**Date:**

**Thank you for your order**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Unit Cost £** | **Quantity** | **Total Cost £ Sterling** |
| **Fees** Working Effectively in Matrix and Leading Virtual Teams, High Wycombe, 10-11th February, Rod Farnan | 7,000.00 | 1 | 7,000.00 |
| **Materials** Workbooks | 25.00 | 15 | 375.00 |
| **Expenses** Mileage Food Hotel | 0.45 246.63 75.19 | 158 | 392.92 |
| **VAT (reverse charges apply) Total** | 0% |  | £0.00 £7,767.92 |

**Terms: payment net of bank charges, on receipt of invoice please**

**Please note a change in Bank Details:**

**Bank Account No.:** 71882961 Global Integration Ltd. **Address:** HSBC Bank plc  
 1-2 Market Place, Wokingham, RG40 1AL, UK.  
**Branch Sort Code:** 40-47-09 **IBAN code:** *GB17MIDL40470971882961, Bit code MIDLGB22*