

If you follow all the steps your invoice should look like this:

<u>Invoice</u>			
Company Details: Upsy Daisy Kids 14 Candy Street Toytown		Invoice number: 2008/01	
Customer Details: Mrs Pickles 12 High Street Anytown		Date: 01/11/08	
Purchase order no: <i>(if needed)</i>			
Description	Number of weeks	Rate	Total £
Fees for the month of October T Pickles	4	125.00	500.00
Total			£500.00
Notes: If you have any queries please telephone Mrs Boot: 123 666 555 Please make cheques payable to: Upsy Daisy Kids Ltd. Xmas Fete 20 th December 3.00pm – 6pm			

If you feel you need additional support or advice around business issues I'm here to help. Please call me on 020 8825 9330 or e-mail me Amanda.Hancock@ealing.gov.uk and hopefully I can point you in the right direction.