



Xtra IT Resources Limited

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London EC1N 8LS  
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Sample invoice for Ltd Co. Contractors

INVOICE

<b>TO:</b> Xtra IT Resources Ltd 59-61 Hatton Garden London EC1N 8LS	<b>FROM:</b>  Phone number: ----- Company Registration No:----- VAT No:-----
<b>INVOICE NO:</b>	<b>INVOICE DATE:</b>
For professional services of (insert your name), working at (insert client name)	
For period ending :-----	
..... hours/days/weeks @ £ rate (Delete as appropriate)	-----
Plus VAT @ 17.5%	-----
<b>TOTAL AMOUNT DUE</b> (Specify currency)	_____ =====
Company registered address if different from above:	