



INVOICE

Head of Communications
IPSA
30 Millbank
Westminster
London
SW1P 4QD

PLC Media
Granville Hall
Granville Road
Leicester
Leicestershire
LE1 7RU

This invoice is for the provision of a one-to-one media training for IPSA on 4 July 2018. The work was commissioned by the Head of Communications at IPSA, and the delegate was the Chair, Ruth Evans.

Invoice Number	<input type="text"/>
Purchase Order Number GL Code	<input type="text"/>
Invoice Date	23 July 2018
Cost of Training:	£1,250
Expenses: <input type="text"/> train fare (Nottingham), station parking, tube. Camera crew: non refundable train fare (Grantham).	£104.50 £86.50
Invoice Total	£1,441.00
VAT at 20 percent	£288.20
TOTAL INCLUDING VAT	£1729.20

Please credit the above amount to:

Bank:

Account Name:

Sort Code:

Account No:

Our payment terms are 30 days and prompt payment is much appreciated.

Many thanks,

PLC Media