***[Add setting name/logo here]***

***[Add setting address here]***

**Invoice To:**

**Child’s Name:**

**Date of Invoice:**

**Billing Invoice period *[Optional – Could include reference or invoices numbers]*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice breakdown** | | | | |
| **Description** | **Quantity per week** | **Total quantity** | **Cost** | **Additional notes** |
| Early Years Funded Entitlement hours @ £ Zero |  |  | £ Zero | ***[EYFE has no monetary value and so must not be shown as a subsidy or deduction]*** |
| Paid hours @ £X.XX per hour |  |  |  |  |
| Lunch @ £X.XX |  |  |  |  |
| Consumables @ £X.XX per X |  |  |  |  |
| Additional charges (trips, classes etc) |  |  |  | ***[Describe and itemise additional charges*** ***i.e., Late charges, Extra-Curricular activities as applicable.***  ***These should be itemised and costed separately. Remember that voluntary contributions should not be included on the invoice.]*** |
| Any other charges (late collection fees etc). |  |  |  | ***[Add extra detail if needed].*** |
| Balance carried forward from invoice ***[insert previous invoice details]*** |  |  |  | ***[Use this to bring forward any owed amounts or credit owing from previous invoice]*** |
| Discount (if applicable, i.e., sibling discount) |  |  |  | ***[Add details of discounts if applicable]*** |
| If you need more rows, right click hover over “Insert” and click "Insert Row Above/Below” to add a row. You can also click or "Delete cells" to remove excess rows |  |  |  |  |
|  |  | **Total** |  |  |

**Terms of Payment**

• ***Include details of when fees are due i.e., Fees are due by DATE or within xxx days of receipt of this invoice.***

***• Could include how to pay with Bank Transfer details.***

***• Result if payment is late, is there a charge?***

***• Refer to which policies have more details and how they access copies e.g., fee policy, late payment policy, Early Years Funded Entitlement policy, terms and conditions etc.***

***• Could include what a parent should do if they are having difficulty paying their bill.***