

University of Somewhere

Mr Big Head
Academic Lane
Some City AB3 4YZ

Miss Polly Parrot
42 The Lane
Some Town
Noshire AB1 2XY

Your letter of	Your reference	Our reference	Date
		1234	1st March 2014

Subject: Sample Project

invoice

Description	Amount (£)
Proof-reading	300.00
Train Fare	43.95
Total	342.95

Banking data:

Reference: 1234