

Please make sure **to use your school's letterhead or invoice template.**

You might need to **ask your accounts department** to raise the invoice, provide a template, or some of the information.

School name: xxxxx

Address: xxx xxx

xxx

xxx

xxx

xxxx xxx

Tel no: xxxxxxxxxxxx

Email: xxxxxx

EngineeringUK
Northern and Shell
10 Lower Thames Street
London
EC3R 6EN

Be sure to include a
**date and invoice
number**

Date: DD/MM/YYYY

Invoice no: XXXX

INVOICE

This should be the amount listed in
your agreement - VAT is not
applicable

Description of Services	£
EUK Education Bursary Scheme	£700.00
Invoice Reference	XXXX

This is a name or number we will
use to track your payment.

Your payment information:

Payment details

Bank: xxx

Account name: xxx

Account no: xxxxxxxx

Sort code: xx xx xx

This must be your school bank details! We will not release funds to a provider,
personal, or any other non-school account