

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

School URN: XXXXXXXX

Tel no: xxxxxxxxxxxx

Email: xxxxxx

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

Be sure to include the date and invoice number

Date: xx/xx/xxxx

Invoice no: xxxxx

INVOICE

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

Description of Services	£
EUK Education Bursary Scheme – [programme]	£650.00
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