Helen Rotherforth (Treasurer)

C/O Mid Yorkshire NHS staff library

Trust HQ & Education Centre

Pinderfields Hospital

Aberford Road

Wakefield

West Yorkshire

WF1 4DG

 INVOICE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE QUOTE INVOICE NUMBER AND NAME ON ALL CORRESPONDENCE

**If you have any questions regarding the invoice please contact:**

**Helen Rotherforth, email:** **helen.rotherforth@midyorks.nhs.uk****, Tel: 01924 543909**

|  |  |
| --- | --- |
| Invoice Number |  |
| Invoice Date |  |
| Payable By |  |
| Total Due |  |

|  |  |
| --- | --- |
| Name of person requesting invoice |  |
| Name of library/organisation |  |
| Purchase order number |  |
| Comments or special instructions |  |
| Invoice Name and Address |  |

|  |  |
| --- | --- |
| Invoice item |  |
| Discount if applicable |  |
| Sub-total |  |
| Total |  |

PAYMENT INSTRUCTIONS

By BACS (details below) or by cheque made payable to Yorkshire & the Humber Health Libraries and Knowledge Network

|  |  |
| --- | --- |
| Bank | Lloyds Bank, Westgate, Wakefield Branch |
| Account Name | Yorkshire & the Humber Health Libraries and Knowledge Network |
| Account Number | 28546468 |
| Sort Code | 30-99-01 |