

Example Monthly Invoice for a childcare provider - open for 50 weeks



The Learning Tree Nursery

The Learning Tree Nursery
25 Woodland Road, Taunton, Somerset, TA2 2BU

01823 400400

learningtreenursery@gmail.com

Invoice No: 000001

Date: 01/01/17

To: Mrs A Jones
45 River Close, Taunton, Somerset, TA3 4HT

For: Annie Jones

Period: 02/01/17-31/01/17

Attendance: 8.00 am – 6.00pm – Monday, Wednesday, and Friday

Childcare: Hourly rate £4.65

Additional services (List and put charges against)

- Lunch - £2.50
- Snacks – £1 (am & pm)
- Activities –
 - dancing (Monday) (£3 per session)
 - swimming (Wednesdays) (£4 per session)
 - French (every day) (£10 per month)

Hours attended (January)	130 hours
Universal Funding (January)	47.5 hours (monthly deduction)
Additional Funding (January)	47.5 hours (monthly deduction)
Total hours to pay	35 hours

Invoice

Childcare: 35 hours x £4.65	£162.75
Lunches – 13 x £2.50	£32.50
Snacks – 13 x £1	£13
Activities – Dancing, Music and French	£42
Total amount payable	£250.25

Payment Terms: Monthly

Due by: 10th January 2017

Method: Cash/Standing Order/Childcare vouchers etc.

Bank Account Details: Name (The Learning Tree)

Sort code (11 – 12 – 13)

Account No. (98765432)