

## Example record of invoices and supporting documents

List of accounting documents between / / and / /

Description of Work	Cost Approved	Invoice Reference	Date	Issued By	Description of Work	Amount on Invoice ex recoverable VAT (£)*	Date Paid	Amount actually paid ex recoverable VAT (£)*
1	2		3	4	5	6	7	8
<i>Example Grader</i>	<i>£32,000.00</i>	<i>1</i>	<i>13/12/2008</i>	<i>Company</i>	<i>10% deposit on grader</i>	<i>£3,200.00</i>	<i>13/01/2009</i>	<i>£3,200.00</i>
		<i>2</i>	<i>19/02/2009</i>	<i>Company</i>	<i>60% on delivery of grader</i>	<i>£19,200.00</i>	<i>20/03/2009</i>	<i>£19,200.00</i>
		<i>3</i>	<i>01/03/2009</i>	<i>Company</i>	<i>30% on installation of grader</i>	<i>£9,600.00</i>	<i>30/03/2009</i>	<i>£9,600.00</i>
<i>Packing Machine</i>	<i>etc</i>							
<b>Total</b>						<b>£32,000.00</b>		<b>£32,000.00</b>