

***Details of Company or Individual***

**Name:**

**Company:**

**Address:**

**Union Student Group Name:** Leicester University Students’ Union …………………………

*(Group name)*

**Invoice:**

**Invoice Date:**

**Due Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Detail** | **Quantity** | **Price (£)** | **Amount (£)** |
|  |  |  |  |
| Invoice Subtotal |  |
|  |  |
| Invoice Total |  |

|  |  |
| --- | --- |
| ***Payment Method Details*** | |
| **Cheques**  **All cheques are payable to LUSU**, but on the back please write **…………………………….**. *(group name)*  Post cheques to  Finance Department  Activities, Student’ Union  University of Leicester  University Road,  Leicester,  LE1 7RH | **Bank Details**  *Bank Name:* Nat West Bank  *Account Name:* University of Leicester Students’ Union account (LUSU)  *Account Number:* 00940690  *Sort Code:* 56-00-55  *Reference/quote (group name):* |

Company registration number: 07303101. Charity registration number: 1137811 University of Leicester Students’ Union Trading Limited is a wholly owned subsidiary of the University of Leicester Students’ Union.

Registered in England and Wales, number: 02821506. Registered offices: Percy Gee Building, University Road, University of Leicester LE1 7RH. Group VAT number: 991 274 688