



Porter and Driver Invoice Templates

This document aims to provide you with a range of templates for individuals and external contractors who occasionally work for you and may not have their own invoicing system, or for when you have subcontracted for another removal company. The hourly rates, agreed minimum hours, and other compensation shown are only for guidance purposes, and you should edit with any appropriately agreed rates and save a copy for future use.



ACCREDITED MOVERS

QUALITY CHECKED MOVING COMPANIES

Porter Only - Invoice

Company Name:		Phone:	
Address:		Email:	
VAT number:		Date:	

Work Provided to **[Insert your company name]**

Address:		Number of Porters:	
Date:		Distance Travelled:	
Start Time:		Finish Time:	

Payment Information

Total Hours: (4 Minimum)		@ £11 per hour	
Other Agreed Payments			
		Total	
		VAT @ 20%	
		Total Due	

Please pay within 5 days of receipt of this invoice.

Bank Name:	
Account Name:	
Sort Code	
Account Number	

Thank you.



ACCREDITED MOVERS

QUALITY CHECKED MOVING COMPANIES

3.5 tonne Driver Only - Invoice

Company Name:		Phone:	
Address:		Email:	
VAT number:		Date:	

Work Provided to **[Insert your company name]**

Address:		Number of Drivers:	
Date:		Distance Travelled:	
Start Time:		Finish Time:	

Payment Information

Total Hours: (6 Minimum)		@ £15 per hour	
Other Agreed Payments			
		Total	
		VAT @ 20%	
		Total Due	

Please pay within 5 days of receipt of this invoice.

Bank Name:	
Account Name:	
Sort Code	
Account Number	

Thank you.



ACCREDITED MOVERS

QUALITY CHECKED MOVING COMPANIES

Luton + Drivers - Invoice

Company Name:		Phone:	
Address:		Email:	
VAT number:		Date:	

Work Provided to **[Insert your company name]**

Address:		Number of Drivers:	
Date:		Distance Travelled:	
Start Time:		Finish Time:	

Payment Information

Total Hours: (Hours worked x Number of drivers) (10 Minimum)		@ £17.50 per hour	
Miles travelled:		@ £0.45 per mile)	
		Total	
		VAT @ 20%	
		Total Due	

Please pay within 5 days of receipt of this invoice.

Bank Name:	
Account Name:	
Sort Code	
Account Number	

Thank you.



ACCREDITED MOVERS

QUALITY CHECKED MOVING COMPANIES

7.5 tonne Driver Only - Invoice

Company Name:		Phone:	
Address:		Email:	
VAT number:		Date:	

Work Provided to **[Insert your company name]**

Address:		Number of Drivers:	
Date:		Distance Travelled:	
Start Time:		Finish Time:	

Payment Information

Total Hours: (10 Minimum)		@ £17.50 per hour	
Other Agreed Payments			
		Total	
		VAT @ 20%	
		Total Due	

Please pay within 5 days of receipt of this invoice.

Bank Name:	
Account Name:	
Sort Code	
Account Number	

Thank you.



ACCREDITED MOVERS

QUALITY CHECKED MOVING COMPANIES

7.5 tonne + Drivers - Invoice

Company Name:		Phone:	
Address:		Email:	
VAT number:		Date:	

Work Provided to **[Insert your company name]**

Address:		Number of Drivers:	
Date:		Distance Travelled:	
Start Time:		Finish Time:	

Payment Information

Total Hours: (Hours worked x Number of drivers) (10 Minimum)		@ £20 per hour	
Miles travelled:		@ £0.45 per mile)	
		Total	
		VAT @ 20%	
		Total Due	

Please pay within 5 days of receipt of this invoice.

Bank Name:	
Account Name:	
Sort Code	
Account Number	

Thank you.



ACCREDITED MOVERS

QUALITY CHECKED MOVING COMPANIES

18 tonne + Drivers - Invoice

Company Name:		Phone:	
Address:		Email:	
VAT number:		Date:	

Work Provided to **[Insert your company name]**

Address:		Number of Drivers:	
Date:		Distance Travelled:	
Start Time:		Finish Time:	

Payment Information

Total Hours: (Hours worked x Number of drivers) (10 Minimum)		@ £25 per hour	
Miles travelled:		@ £0.45 per mile)	
		Total	
		VAT @ 20%	
		Total Due	

Please pay within 5 days of receipt of this invoice.

Bank Name:	
Account Name:	
Sort Code	
Account Number	

Thank you.