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.

**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.

**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.

**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.

**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.

**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.

**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.