|  |  |  |
| --- | --- | --- |
|  | **WI Speaker Invoice** | image001[1] |

To be completed on the day of talk and handed to the Treasurer for payment.

|  |  |
| --- | --- |
| WI name: |  |
| **Speaker name:** |  |
| **Address, including postcode:** |  |
| **Phone number:** |  |
| **Email:** |  |
| **Subject title:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| Agreed fee: | £ |
| **Agreed estimate of expenses:** | **£** |
| **Full claim:** | **£** |

Payment Acknowledgement

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| **Cheque number:** |  | | |

Please transfer to my bank account

|  |  |  |  |
| --- | --- | --- | --- |
| Account number: |  | Sort code: |  |
| **Account name:** |  | | |