

GLOBAL EDGE TRAVEL

123 Business Way, Suite 500
London, EC1A 4JQ, UK
VAT: GB 123 4567 89

INVOICE

Invoice #: _____
Date: _____
Due Date: _____

CLIENT INFORMATION

Company: _____
Contact: _____
Address: _____
Tax ID: _____

TRAVELER DETAILS

Name: _____
Booking Ref: _____
Department: _____
PO Number: _____

DESCRIPTION / ITINERARY	DATE	CURRENCY	AMOUNT
Airfare: _____	_____	_____	_____
Accommodation: _____	_____	_____	_____
Car Rental / Transfer: _____	_____	_____	_____

DESCRIPTION / ITINERARY

DATE

CURRENCY

AMOUNT

Agency Management Fee

Subtotal: _____

Tax/VAT: _____

Total: _____

PAYMENT INSTRUCTIONS

Bank: _____ | SWIFT/BIC: _____ | IBAN: _____

Please include the Invoice Number as a payment reference. All rates are inclusive of local taxes where applicable.