

## Coaches / Referees Invoice

<b>Coach / Referee / Company Name</b>	
<b>Month / Year</b>	

Date	Time From (24 hr)	Time To (24 hr)	Day, Venue and Description of the service delivered <small>Please see example below in red</small>	Total Hours	Rate P/H	Total Amount	Budget Department <small>(Official use)</small>
27/01/1	17.00	19.00	Monday - Middlesbrough Sports Village – Coaching	2	£15.00	£30	Leave Blank
<b>Total Hours</b>				<b>Total Amount Payable this Month*</b>			

**I confirm that I am a self-employed coach / referee and understand that I am responsible for sorting my own tax and NI contributions out on any money received and will provide my own equipment and public liability insurance to cover all work carried out**

Signed		Print Name		Date	
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You must email photo of signed and completed invoice to borosoccerschools@gmail.com by 5<sup>th</sup> of each month insuring you have the full document in photo. Invoices will be paid by 14th of each month for previous months work. Any invoices sent late will be processed with the following month’s payments.

Official use only – Budget department codes total		
Boro Soccer Schools (BSS)	Junior Football Club Development (JFC)	Sports Leisure Management – (SLM)