

Sample

Invoice to:

Ms Branning
16 Haley Avenue
Clayhall
Essex
IG5 0RT

City Gates Day Nursery
Centreway Apartments
Axon Way
ILFORD

Essex
IG1 1NL

Invoice no: 8770
Invoice Date: 12 Dec 2011
Payment: 22 Dec 2011

Child's name: Sara, Bow

Description	QTY	Price	Total
Fees for the period of 15 Dec 2011 to 22 Dec 2011			
Monday: Morning	1	£24.50	£24.50
Thursday: Afternoon	1	£22.00	£22.00
Total for period:			£46.50
Brought Forward:			-£186.00
Amount not due:			-£139.50

The minus sign indicates the amount unused from Sara's deposit is £186.

The amount owed for the period stated above.

The minus sign indicates if the total for the period is not paid by the payment due date this will be deducted from Sara's deposit and she will only have £139.50 left to go towards her fees for her last month at the nursery when she leaves.

Remittance Advice	
Nursery: City Gates Day Nursery	Invoice no: 8770
Account: Ms Branning	Invoice Date: 12 Dec 2011
Child's name: Zara, Bow	Payment due by: 23 Dec 2011
<i>Please detach this advice and return with your payment.</i>	Amount now due: £46.50

Sample

Invoice to:

Mr & Mrs Patel
18 Ilford Lane
Ilford
Essex
IG1 2QP

City Gates Day Nursery
Centreway Apartments
Axon Way
ILFORD
Essex
IG1 1NL

Child's name: Zainab, Patel

Invoice no: 8771
Invoice Date: 12 Dec 2011
Payment: 22 Dec 2011

Description	QTY	Price	Total
Fees for the period of 15 Dec 2011 to 22 Dec 2011			
Monday: Morning	1	£40.00	£40.00
Thursday: Afternoon	1	£20.00	£20.00
Friday: Afternoon	1	£20.00	£20.00
<div data-bbox="135 987 802 1525" style="border: 1px solid black; padding: 5px;"><p>This shows nothing is owed before the period stated because all of Zainab's deposit has been put towards her nursery fees in order to avoid arrears on Mr & Mrs Patel's account as they've failed to keep up with their payment plan.</p><p>PLEASE NOTE: ALL OF ZAINAB'S DEPOSIT HAS BEEN PUT TOWARDS HER NURSERY FEES THEREFORE WHEN MR & MRS PATEL GIVE ONE MONTHS NOTICE TO REMOVE ZAINAB FROM THE NURSERY THEY WILL HAVE TO CONTINUE PAYING UP UNTIL ZAINAB LEAVES, INSTEAD OF USING HER DEPOSIT TO GO TOWARDS HER LAST MONTH.</p></div>			
			<div data-bbox="901 1464 1390 1570" style="border: 1px solid black; padding: 5px;">The amount owed for the period stated above.</div>
			<div data-bbox="327 1644 748 1807" style="border: 1px solid black; padding: 5px;">This shows the total amount is £80.00, which needs to be paid by the payment due date.</div>
			<div data-bbox="901 1570 1390 1659" style="border: 1px solid black; padding: 5px; text-align: center;">↓</div>
			<div data-bbox="916 1659 1390 1704" style="border: 1px solid black; padding: 5px;">Total for period: £80.00</div>
			<div data-bbox="916 1704 1390 1749" style="border: 1px solid black; padding: 5px;">Brought Forward: £0.00</div>
			<div data-bbox="916 1749 1390 1794" style="border: 1px solid black; padding: 5px;">Amount not due: £80.00</div>

Remittance Advice	
Nursery: City Gates Day Nursery	Invoice no: 8771
Account: Mr & Mrs Patel	Invoice Date: 12 Dec 2011
Child's name: Zainab, Patel	Payment due by: 23 Dec 2011
<i>Please detach this advice and return with your payment.</i>	Amount now due: £80.00

Sample

Invoice to:

Mr & Mrs Brown
316 High Road
ILFORD
Essex
IG1 1N2

City Gates Day Nursery
Centreway Apartments
Axon Way
ILFORD

Essex
IG1 1NL

Invoice no: 8769
Invoice Date: 12 Dec 2011
Payment: 22 Dec 2011

Child's name: Charlie, Brown

Description	QTY	Price	Total
Fees for the period of 15 Dec 2011 to 22 Dec 2011			
Wednesday: All Day	1	£40.00	£40.00
Thursday: All Day	1	£40.00	£40.00
Deduction:	1	-£40.15	-£40.15
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>This shows the amount Mr & Mrs Brown owed for Charlie's nursery fees before the period stated above is £278.95, as they are falling behind their payment plan.</p> <p>PLEASE NOTE: THERE IS NO MINUS SIGN BEFORE THE BROUGHT FORWARD BALANCE. THIS MEANS ALL OF CHARLIE'S DEPOSIT HAS BEEN PUT TOWARDS HIS FEES, THE PARENTS ARE IN ARREARS OF £278.95 AND CHARLIE IS AT RISK OF BEING EXCLUDED FROM THE NURSERY IF THE FULL AMOUNT DUE IS NOT PAID BY THE PAYMENT DUE DATE.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; width: fit-content;"> <p>This deduction is given to children eligible for the 3-4 year old funding provided by the government.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; width: fit-content;"> <p>The amount owed for the period stated above.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; width: fit-content;"> <p>This shows the total amount is £318.50, which needs to be paid by the payment due date.</p> </div>			
Total for period:			£39.85
Brought Forward:			£278.95
Amount not due:			£318.80

Remittance Advice	
Nursery: City Gates Day Nursery	Invoice no: 8769
Account: Mr & Mrs Brown	Invoice Date: 12 Dec 2011
Child's name: Charlie, Brown	Payment due by: 23 Dec 2011
<i>Please detach this advice and return with your payment.</i>	Amount now due: £318.80