

Company Name/Logo
Company Address
Line 2
Line 3
etc

Defence Business Services
Ministry of Defence
C/o ELCAS
Basepoint Business Centre
Tewkesbury Business Park
Oakfield Close
Tewkesbury
GL20 8SD

Invoice Number: DF12098

Invoice Date: Invoice cannot be processed
by ELCAS until at least 6 weeks
after course start date (Do not
submit to ELCAS prior to this
date)

Learning Provider's reference number: xxxx

Claim/CAN Number: xxxxxx

Type of course Confirm whether FE or HE

Course Code: BG/PR 435

Course Start Date: 1st July 2004

Net Value: £1000

VAT value included in amount outstanding: £0.00
(Please include VAT value even if £0)

Please advise if VAT exempt

Gross Value: £1000

Learning Provider is required to confirm on the invoice that the learner is participating and undertaking the learning effectively at the point of invoice.

Learning Provider is required to confirm on the invoice that the learner is undertaking at least the equivalent of 25% of a full time course.