INVOICE

Nursery Provider Name

Address

Post Code

Telephone Number

E-Mail Address

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Invoice No: Enter your Invoice number here

Date: Enter the Invoice date here

To: Carrie White

Early Years SEND Team

Medway Council

Gun Wharf

Dock Road

Chatham

Kent

ME4 4TR

Fees: enter the child's name and month(s) you are invoicing for here £XXX

Total £XX

Payment Details:

Payment within 30 days via bank transfer to the following account:

Account Name: Enter your Bank A/c Name

Sort Code: Enter your Sort Code

Account No: Enter your Account number

(The information below does not form part of your Invoice)

Notes from Medway Council to Nursery Provider

You will have been given a copy from Medway Council of the 'Medway SEN Funding Panel, Pre-school/Nursery' sheet.

Note 1: Please enter child's name here and the month(s) you are invoicing for.

Example:

Joe Bloggs £x

(March 20xx)

Note 2: You can invoice in arrears and for the current month. You cannot invoice in advance.

Please then attach this Invoice to an e-mail & then e-mail this to: [eyhighneeds@medway.gov.uk](mailto:eyhighneeds@medway.gov.uk)

Please only email your invoice if are using a secure email address, alternatively you can post it to:

FAO: Carrie White

Early Years SEND Team

Level 4, Gun Wharf

Dock Road

Chatham

ME4 4TR