**INVOICE**

**Nursery Provider Name**

Address

Post Code

Telephone Number

E-Mail Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice No: Enter your Invoice number here

(please follow format of child’s initials, the current month and the year e.g., CW1222)

Date: Enter the Invoice date here

To: **Faye Harbard**

**Early Years SEND Team**

**Medway Council**

**Gun Wharf**

**Dock Road**

**Chatham**

**Kent**

**ME4 4TR**

Fees: See Note 1 below £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 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)

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:**

**Faye Harbard, Senior SEND Administrator**

**Early Years SEND Team**

**Level 4, Gun Wharf**

**Dock Road**

**Chatham**

**ME4 4TR**