



CONTRACTOR NAME

Limited Company

VAT Registered

	Mileage
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(Y/N)

(Y/N)

CONTRACTOR COMPANY

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Total	0
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Period Covered

VAT Number

Private	
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Speedo Reading End

Dept

Business	
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Speedo Reading Start

Date	Details	Rate	Miles	Travel	Entertaining UK	Postage	Subsistence	Petrol/Oil	Motor Repairs	Parking	Sundries Small Tools	Telephone	Stationary	Total Net Expenses	VAT	Total	VAT Inclusive Expense	Analysis
Totals																		

Contractor Signature

Date of Signature

Authorised Signature

Date of Signature

Site Authorisation Signature

Date of Signature

Net Claim	£ -
VAT	£ -
Total Claim	£ -

Blueprint Invoice to Client	
Net Invoice	£ -
VAT @ 20%	£ -
Gross Invoice	£ -

NOTE Expense claims **must** be accompanied by **VAT** receipts for all expenses. Expense claims not accompanied by receipts will not be paid.. Where mileage is claimed fuel receipts are required to cover the appropriate journeys.