

SPECIMEN INVOICE (for both P&I and FD&D cases)

To: [NAME OF THE MEMBER], [owner/charterer] of MV HAPPY BULKER
[Registered address of the Member]
[The Member's VAT registration number (where applicable – see Club's "Notice to European Correspondents – Fees: VAT in the EU" dated June 2012)]

[NOT: c/o West of England Insurance Services (Luxembourg) S.A.
Tower Bridge Court
226 Tower Bridge Road
London SE1 2UP]

Vessel Name: MV HAPPY BULKER

Incident and Date: Wet damage/shortage to wheat cargo - 20/3/09

Date of Invoice: 15/7/09

Period Covered: 20/3/09 to 5/5/09

Invoice Number: XYZ 123

Our ref: ADF 456

Your ref: ABC/2010123456

Date	Individual	Hours
20/3/09	J Bloggs	4.5
	Work performed: Receiving instructions from Club; telcons with Owners' agent, instruction of surveyor, discussions with harbour master, preliminary report to Owners/Club.	
4/4/09	J Bloggs	10.0
	Work performed: Attendance at warehouse with surveyor. Discussions with agent, receiver and customs. Negotiation re wording of guarantee. Telephone report to Club, email to Owners/Club. Meeting at harbour master's office.	
5/5/09	P Smith	3.0
	Work performed: Discussion with surveyor re draft survey report. Meeting with receivers. Email and telephone contact with prospective cargo purchaser. Email report to Owner/Club.	

SUMMARY:	Individual	Hours	Hourly Rate (US\$)	Total (US\$)
	J Bloggs	14.5	200.00	2,900.00
	P Smith	3.0	150.00	450.00
Sub Total				US\$ 3,350.00
	Travel costs and disbursements (per attached vouchers)			235.00
	Surveyor's fee (copy invoice* attached)			640.00
TOTAL PAYABLE				US\$ 4,225.00

*To contain same minimum information

Banking details for the currency of the invoice

Bank name,

Account name,

Account number

Routing method, i.e. SWIFT or sort code