



BarTax

**The Specialist Accountancy Service
for Barristers' Chambers**

**Accounting Services
and Reports**

BarTax Services Ltd
3 Rose Bank
Bollington
Cheshire SK10 5JA

01625 268482

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Specialised Reports

A small sample of reports is attached, based on recent requirements for Chambers. We can, of course, customise nearly all SAGE reports to your exact requirements.

For clients who take advantage of our outsourced accounting service, all our existing customised reports are available and further modifications can be made on a FREE of charge basis.

Report Description

- | | |
|---|---------------------------------------|
| 1 | Bank Reconciliation report |
| 2 | List of Cheques for Supplier payment |
| 3 | Supplier's Remittance advice |
| 4 | Charges & VAT to a Tenant in a period |
| 5 | Statement to a Tenant |
| 6 | Tenant's balance due with breakdown |
| 7 | Monthly Chamber's invoice to a Tenant |

The BarTax Approach

Our aim – is to provide a specialised, flexible and cost-effective accounting service. Our goal is to achieve accounting excellence and to ensure your Chambers is supported by robust accounting systems and procedures. We work to ensure you have sound commercial accounting practices in place which can grow in tandem with a successful practice.

We aim to be your '*specialist* accounting team next door'. By understanding your needs and becoming fully conversant with your existing procedures and deadlines, we work *with* your clerks to provide the exact level of support your Chambers requires.

The professionalism experienced by your tenants and suppliers is a reflection on the clerks. Senior Clerks rely on BarTax to provide them with accounting expertise and support to deliver an exemplary service.

Our services – BarTax provides a comprehensive portfolio of [in-house](#) and [outsourced](#) accounting services. Our unique service is tailored to provide the appropriate level of support your Chambers requires.

Our services include:

- Year end accounting (Ltd companies, TPA's etc.);
- In-house accounting set-up and training;
- Review of in-house systems and procedures;
- Customised software applications (e.g. SAGE, EXCEL & ACCESS reports etc.);
- Budgets, forecasts and Chambers' business plans;
- Monthly/quarterly accounts & cash flow;
- Outsourced accounting;
- VAT & tax;
- Payroll.

Whether you require in-house support on a regular or periodic basis, BarTax can ensure your accounts meet all legislative and Chambers requirements.

Accounting Software – As authorised SAGE resellers, we really know our product and can ensure your Chambers gets the most from its software investment. With most Chambers only using about 20% of their software's capabilities, we can ensure through training, reports and programme changes that you get the most from this versatile and powerful package.

More and more Chambers are making the switch to BarTax to ensure they benefit from the delivery of quicker, more authoritative and cost-effective reporting. This can include online bank payments and Emailed remittance advices and invoices to their Tenants, thus saving banking charges and postage costs. Find out how Emailing options to Tenants can save your Chambers considerable filing time in the clerks room. All this is possible with most off the shelf versions of SAGE.

If you do not currently have an in-house accounts package, we can install a system and get it up and running within 4 weeks. This includes professional installation, comprehensive in-house training and reliable ongoing support.

Outsourced Accounting – As many large companies are discovering, outsourcing their accounts function is an extremely cost-effective approach to dealing with a non-core business function.

By outsourcing your accounts function to BarTax, your clerks are able to focus on their primary task – looking after their barristers! In addition, Chambers no longer needs to employ costly bookkeepers, buy the latest accounting software or worry about training or staff absences. We will ensure you always meet your deadlines and have all the necessary information you need to effectively manage a busy Chambers.

Using experienced, diligent and fully trained bookkeepers and accountants, the time we take to complete a task will be significantly less than carrying out the work in-house. As part of our specialised service, we will produce customised reports on a free of charge basis to dovetail with your precise requirements.

Regardless of the size of your Chambers, we deliver a cost-effective accounting solution that always remains in your control.

To find out what BarTax can do to strengthen your accounts function and support the smooth running of your Chambers, we offer a FREE financial health check. It's completely without obligation and offers you absolute peace of

Date: 17/03/2010
 Time: 18:58:41

The Chambers of A Barrister QC
SAMPLE - Bank Reconciliation Report

Bank Code: **4452** Bank Name: **BANK - Main A/C - Coutts & Co**

No	Type	Date	Ref	Details	Ref - A/C	Receipts	Payments
57004	SP	17/02/2009	005846	Sales Payment	GBJ		42.25
57007	SP	17/02/2009	005843	Sales Payment	BB		103.52
62837	BP	04/01/2010	006495	LPMA Membership 2010	4452		50.00
62843	BP	05/01/2010	006505	Bar Standards Board CPD Provider accret	4452		100.00
64384	SA	05/01/2010	Internet	Payment on Account	AB	1,000.00	
64385	SA	20/01/2010	Cheque	Payment on Account	AB	1,000.00	
64386	SA	10/02/2010	Part Pay	Payment on Account	AB	2,000.00	
64232	BP	12/02/2010	006674	Article archiving	4452		440.63
63891	PP	12/02/2010	006593	Purchase Payment	WO		53.00
64235	BP	18/02/2010	006679	Courier Sprint inv no 1234 various rechar	4452		239.63
64234	BP	18/02/2010	006678	Hunters Leak detection investigations	4452		822.50
64240	BP	19/02/2010	006685	Threshers case mixed wine	4452		94.80
64241	BP	22/02/2010	006686	Billy Bunter clerking services	4452		275.00
63524	PP	23/02/2010	006687	Purchase Payment	MA		223.41
64387	SA	05/03/2010	Cheque	Payment on Account	AB	2,000.00	
64302	PP	07/03/2010	006602	Purchase Payment	CLI		2,314.65
64283	PP	07/03/2010	006594	Purchase Payment	CBA		1,690.00
64284	PP	07/03/2010	006595	Purchase Payment	CIT		84.31
64344	BP	12/03/2010	004370	Payment - Month 11	4452		14,882.08
64358	PP	16/03/2010	000123	Purchase Payment	SW		3,545.00
64364	PA	16/03/2010	000128	Payment on Account	CIT		270.00
64365	PA	16/03/2010	000129	Payment on Account	CO		520.00

Totals : 6,000.00 25,750.78

DEDUCT total From Statement Balance (19,750.78)

Bank balance per Sheet 123 Dated 15/3/10 £ 38,871.52

~~Plus/ (Less) Unreconciled items :~~ (19,750.78)

Sub Total : 19,120.74

Other Adjustments

.....

SAGE BALANCE as at 17/03/2010 £ 19,120.74
 19,120.74

Date: 16/03/2010

Time: 11:53:28

The Chambers of A Barrister QC
C2 - Cheques produced for supplier payment

Date From: 16/03/2010

Date To: 16/03/2010

Payments from : **BANK - Main A/C - Coutts & Co**

<u>No</u>	<u>Supplier</u>	<u>Chq Date</u>	<u>Chq No</u>	<u>Details</u>	<u>Cheque amount</u>
64358	Sweet & Maxwell Ltd	16/03/2010	000123	Purchase Payment	3,545.00
64359	Lexis Nexis (Butterworths Toll	16/03/2010	000124	Payment on Account	1,245.00
64360	British Gas Trading Ltd	16/03/2010	000125	Purchase Payment	1,141.36
64361	BarTax Services Ltd	16/03/2010	000126	Payment on Account	280.00
64362	British Telecom	16/03/2010	000127	Payment on Account	890.50
64364	City Sprint	16/03/2010	000128	Payment on Account	270.00
64363	Chancery Bar Association	16/03/2010	000128	Payment on Account	1,300.00
64365	The College of Law	16/03/2010	000129	Payment on Account	520.00

Number of payments : **8**

Total value of cheques : **9,191.86**

Please note :

The above payments are currently due to suppliers in accordance with the payment terms specified by chambers

The cheques have been prepared on the basis that the payment is authorised by chambers

Once approved, this list should be filed in chambers as a record of payments made / approved

The invoices / statements attached should be filed in chambers. These may be required for tax / VAT purposes

Where payment is not approved, the invoice & cheque should be returned to BarTax



The Chambers of A Barrister QC
1st Floor, Any Building
London WC1A 2BD

Tel : 020 7123 4567

Sweet & Maxwell Ltd

Cheriton House
 North Way
 Andover
 Hampshire

SP10 5BE

Date **16/03/10**

Cheque No. **000123**

REMITTANCE ADVICE

Date	Ref. No.	Details	Debit	Credit
20/12/09	123457	Hague Lease Enfranc E5 SER		158.00
01/01/10	123458	Ruoff Law & Prac reg conversion		172.00
10/01/10	123459	Directory 2010 E14 S/O		80.00
25/01/10	123460	Bar Directory Chamb Silver		914.25
05/02/10	123461	Next Ed Logo		212.75
10/02/10	123462	Bernstein Rent Review Release		195.00
20/02/10	123463	Williams Handbook		176.00
28/02/10	123464	Goldrein Comm Lit pre-emp 1/1		145.00
03/03/10	123465	Woodfall Landlord Ten E28		1,492.00

A Cheque is attached in settlement of the above items.

Items on this payment schedule : 9

Remit Custom Sample

Amount Paid

£ 3,545.00

Date: 17/03/2010
Time: 14:11:41

The Chambers of A Barrister QC
Chambers Rent & Expenses Statement

Chambers Charges from : 01/12/2009 to 28/02/2010

Mr A Counsel QC

0002 Chambers Rent @ 22%

<u>Transaction</u>					<u>Vat Code</u>	<u>GROSS Invoice Value</u>	<u>VAT</u>	<u>NET Invoice Value</u>	<u>Credit</u>
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>					
64379	SI	31/12/2009	9897	Chambers rent for month @ 22%	T1	2,326.50	346.50	1,980.00	
64376	SI	31/01/2010	9896	Chambers rent for month @ 22%	T1	3,231.25	481.25	2,750.00	
64372	SI	28/02/2010	9895	Chambers rent for month @ 22%	T1	2,197.25	327.25	1,870.00	
3 Items					Chambers Rent @ 22%	7,755.00	1,155.00	6,600.00	

0011 Chambers Rent @ 5%

<u>Transaction</u>					<u>Vat Code</u>	<u>GROSS Invoice Value</u>	<u>VAT</u>	<u>NET Invoice Value</u>	<u>Credit</u>
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>					
64380	SI	31/12/2009	9897	Chambers Rent for month @ 5%	T1	176.25	26.25	150.00	
64373	SI	28/02/2010	9895	Chambers Rent for month @ 5%	T1	117.50	17.50	100.00	
2 Items					Chambers Rent @ 5%	293.75	43.75	250.00	

0014 Chambers Rent @ 14%

<u>Transaction</u>					<u>Vat Code</u>	<u>GROSS Invoice Value</u>	<u>VAT</u>	<u>NET Invoice Value</u>	<u>Credit</u>
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>					
62502	SI	31/12/2009	9639	Chambers Rent for month @ 14%	T1	2,460.13	320.89	2,139.24	
1 Items					Chambers Rent @ 14%	2,460.13	320.89	2,139.24	

0016 Chambers Rent @ 21%

<u>Transaction</u>					<u>Vat Code</u>	<u>GROSS Invoice Value</u>	<u>VAT</u>	<u>NET Invoice Value</u>	<u>Credit</u>
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>					
63584	SI	31/01/2010	9739	Chambers Rent for month @ 21%	T3	5,266.77	784.41	4,482.36	
64036	SI	28/02/2010	9822	Chambers Rent for month @ 21%	T1	2,429.25	361.80	2,067.45	
2 Items					Chambers Rent @ 21%	7,696.02	1,146.21	6,549.81	

1580 Library (Books)

<u>Transaction</u>					<u>Vat Code</u>	<u>GROSS Invoice Value</u>	<u>VAT</u>	<u>NET Invoice Value</u>	<u>Credit</u>
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>					
64381	SI	31/12/2009	9897	RECHARGE - Library Books	T0	60.00		60.00	
64378	SI	31/01/2010	9896	RECHARGE - Library Books	T0	50.00		50.00	
2 Items					Library (Books)	110.00		110.00	

1658 Postage

<u>Transaction</u>					<u>Vat Code</u>	<u>GROSS Invoice Value</u>	<u>VAT</u>	<u>NET Invoice Value</u>	<u>Credit</u>
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>					
64382	SI	31/12/2009	9897	RECHARGE - Postage	T1	17.63	2.63	15.00	
64377	SI	31/01/2010	9896	RECHARGE - Postage	T0	25.00		25.00	
2 Items					Postage	42.63	2.63	40.00	

1662 Courier

<u>Transaction</u>					<u>Vat Code</u>	<u>GROSS Invoice Value</u>	<u>VAT</u>	<u>NET Invoice Value</u>	<u>Credit</u>
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>					
64375	SI	28/02/2010	9895	RECHARGE - Courier costs	T1	23.50	3.50	20.00	
1 Items					Courier	23.50	3.50	20.00	

1825 The General Council of the Bar

<u>Transaction</u>					<u>Vat Code</u>	<u>GROSS Invoice Value</u>	<u>VAT</u>	<u>NET Invoice Value</u>	<u>Credit</u>
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>					
62501	SI	31/12/2009	9639	RECHARGE - General Council of the	T9	47.50		47.50	
62500	SI	31/12/2009	9639	RECHARGE - General Council of the	T9	409.93		409.93	
2 Items					The General Council of the Bar	457.43		457.43	

1855 Marketing - General Marketing

<u>Transaction</u>					<u>Vat Code</u>	<u>GROSS Invoice Value</u>	<u>VAT</u>	<u>NET Invoice Value</u>	<u>Credit</u>
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>					
64038	SI	28/02/2010	9822	RECHARGE - General Marketing	T3	172.50	22.50	150.00	

Date: 17/03/2010
Time: 14:11:41

The Chambers of A Barrister QC
Chambers Rent & Expenses Statement
Chambers Charges from : 01/12/2009 to 28/02/2010

Mr A Counsel QC

1 Items		<u>Marketing - General Marketing</u>			<u>172.50</u>	<u>22.50</u>	<u>150.00</u>		
1858	<u>Marketing - Property Team Marketing</u>								
<u>Transaction</u>									
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Vat Code</u>	<u>GROSS Invoice Value</u>	<u>VAT</u>	<u>NET Invoice Value</u>	<u>Credit</u>
63586	SI	31/01/2010	9739	RECHARGE - Property Team Marketing	T9	100.00		100.00	
1 Items		<u>Marketing - Property Team Marketing</u>			<u>100.00</u>		<u>100.00</u>		
1865	<u>Event - Chambers Christmas Party - ENTERTAINMENT</u>								
<u>Transaction</u>									
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Vat Code</u>	<u>GROSS Invoice Value</u>	<u>VAT</u>	<u>NET Invoice Value</u>	<u>Credit</u>
64037	SI	28/02/2010	9822	RECHARGE - Chambers Christmas Party	T9	106.56		106.56	
1 Items		<u>Event - Chambers Christmas Party - ENTERTAINMENT</u>			<u>106.56</u>		<u>106.56</u>		
1890	<u>Stationery - Main</u>								
<u>Transaction</u>									
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Vat Code</u>	<u>GROSS Invoice Value</u>	<u>VAT</u>	<u>NET Invoice Value</u>	<u>Credit</u>
64383	SI	31/12/2009	9897	RECHARGE - Stationery	T1	35.25	5.25	30.00	
64374	SI	28/02/2010	9895	RECHARGE - Stationery	T1	52.88	7.88	45.00	
2 Items		<u>Stationery - Main</u>			<u>88.13</u>		<u>13.13</u>	<u>75.00</u>	
1998	<u>Petty Cash - Expenses</u>								
<u>Transaction</u>									
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Vat Code</u>	<u>GROSS Invoice Value</u>	<u>VAT</u>	<u>NET Invoice Value</u>	<u>Credit</u>
63585	SI	31/01/2010	9739	RECHARGE - Petty cash	T9	15.05		15.05	
1 Items		<u>Petty Cash - Expenses</u>			<u>15.05</u>			<u>15.05</u>	
21 Items		Total Charges to : Mr A Counsel QC			<u>19,320.70</u>		<u>2,707.61</u>	<u>16,613.09</u>	

The report shows the total charges for the period : **01/12/2009 to 28/02/2010**

The reports also shows a summary of VAT Payments made within that period.

Transaction Type :

SI is an invoice from Chambers

SC is a credit note from Chambers

STATEMENT Sample

The Chambers of A Barrister QC



1st Floor, Any Building
Inner Outer Chambers
London WC1A 2BC

Mr A Counsel QC

1 Home Court
Home Town
London
WC1C 2CD

A/C No. **AB**

DATE 31/03/2010

PAGE 1

REMITTANCE

Please detach & return with your payment to:

The Chambers of A Barrister QC
1st Floor, Any Building
Inner Outer Chambers
London WC1A 2BC

Mr A Counsel QC

1 Home Court
Home Town
London
WC1C 2CD

A/C No. **AB**

DATE 31/03/2010

PAGE 1

Email : clerks@anychambers.co.uk

Tel : 020 7123 4567

DATE	REF.	DETAILS	DEBIT	CREDIT
31/12/09	9897	RECHARGE - Library Books	60.00	
31/12/09	9897	Chambers rent for month @ 22%	2,326.50	
31/12/09	9897	Chambers Rent for month @ 5%	176.25	
31/12/09	9897	RECHARGE - Postage	17.63	
31/12/09	9897	RECHARGE - Stationery	35.25	
05/01/10		Internet Payment on Account		1,000.00
20/01/10		Cheque Payment on Account		1,000.00
31/01/10	9896	RECHARGE - Library Books	50.00	
31/01/10	9896	Chambers rent for month @ 22%	3,231.25	
31/01/10	9896	RECHARGE - Postage	25.00	
10/02/10		Part Pay Payment on Account		2,000.00
28/02/10	9895	Chambers rent for month @ 22%	2,197.25	
28/02/10	9822	RECHARGE - General Marketing	172.50	
28/02/10	9895	Chambers Rent for month @ 5%	117.50	
28/02/10	9895	RECHARGE - Stationery	52.88	
28/02/10	9822	RECHARGE - Chambers Christrn	106.56	
28/02/10	9822	Chambers Rent for month @ 21%	2,429.25	
28/02/10	9895	RECHARGE - Courier costs	23.50	
05/03/10		Cheque Payment on Account		2,000.00
31/03/10	9894	RECHARGE - Library Books	260.00	
31/03/10	9894	RECHARGE - Postage	50.00	
31/03/10	9894	RECHARGE - Courier costs	52.88	
31/03/10	9894	Chambers Rent for month @ 5%	264.38	
31/03/10	9894	Chambers rent for month @ 22%	2,674.18	
31/03/10	9894	RECHARGE - Stationery	26.44	

DATE	DETAILS	DEBIT	CREDIT
31/12/09	RECHARGE - Library Bc	60.00	
31/12/09	Chambers rent for month	2,326.50	
31/12/09	Chambers Rent for month	176.25	
31/12/09	RECHARGE - Postage	17.63	
31/12/09	RECHARGE - Stationery	35.25	
05/01/10	Payment on Account		1,000.00
20/01/10	Payment on Account		1,000.00
31/01/10	RECHARGE - Library Bc	50.00	
31/01/10	Chambers rent for month	3,231.25	
31/01/10	RECHARGE - Postage	25.00	
10/02/10	Payment on Account		2,000.00
28/02/10	Chambers rent for month	2,197.25	
28/02/10	RECHARGE - General M	172.50	
28/02/10	Chambers Rent for month	117.50	
28/02/10	RECHARGE - Stationery	52.88	
28/02/10	RECHARGE - Chambers	106.56	
28/02/10	Chambers Rent for month	2,429.25	
28/02/10	RECHARGE - Courier co	23.50	
05/03/10	Payment on Account		2,000.00
31/03/10	RECHARGE - Library Bc	260.00	
31/03/10	RECHARGE - Postage	50.00	
31/03/10	RECHARGE - Courier co	52.88	
31/03/10	Chambers Rent for month	264.38	
31/03/10	Chambers rent for month	2,674.18	
31/03/10	RECHARGE - Stationery	26.44	

AGED DEBT ANALYSIS

CURRENT	30 DAYS	60 DAYS	90 DAYS	120+ DAYS
1,327.88	3,099.44	1,306.25	2,615.63	

Please ensure the clerks have your payment by 14th of the month as interest will be charged thereafter.

AMOUNT DUE

8,349.20

AMOUNT DUE

8,349.20

Please see the clerks if you have any queries with the above.



Date: 17/03/2010
 Time: 18:27:40

The Chambers of A Barrister QC
Bartax - Aged Debtors Detailed Analysis

Page: 1

Date From: 01/01/1980
 Date To: 31/03/2010

Include future transactions: No
 Exclude later payments: Yes

Customer From: AB
 Customer To: AB

A/C: AB Name: Mr A Counsel QC

Contact:

Tel:

No	Type	Date	Ref	Details	Balance	Current	Period 1	Period 2	Period 3	Older
64036	SI	28/02/2010	9822	Chambers Rent for	2,708.31		2,708.31			
64366	SI	31/03/2010	9894	Chambers rent for	3,327.88	3,327.88				
64372	SI	28/02/2010	9895	Chambers rent for	2,391.13		2,391.13			
64376	SI	31/01/2010	9896	Chambers rent for	3,306.25			3,306.25		
64379	SI	31/12/2009	9897	Chambers rent for	2,615.63				2,615.63	
64384	SA	05/01/2010	Internet	Payment on Account	(1,000.00)			(1,000.00)		
64385	SA	20/01/2010	Cheque	Payment on Account	(1,000.00)			(1,000.00)		
64386	SA	10/02/2010	Part Pay	Payment on Account	(2,000.00)		(2,000.00)			
64387	SA	05/03/2010	Cheque	Payment on Account	(2,000.00)	(2,000.00)				
Totals:					<u>8,349.20</u>	<u>1,327.88</u>	<u>3,099.44</u>	<u>1,306.25</u>	<u>2,615.63</u>	

Turnover: 39,238.29 Credit Limit £

Grand Totals: **8,349.20** **1,327.88** **3,099.44** **1,306.25** **2,615.63**

Date: 17/03/2010

The Chambers of A Barrister QC

Time: 18:44:41

B1 - Barrister's debts that should be chased by Chambers

Report Date: 31/03/2010

Customer From:

Customer To: *ZZZZZZZZ*

<----- Number of months overdue ----->

<u>A/C</u>	<u>Name</u>	<u>Balance</u>	<u>Current</u>	<u>1 month</u>	<u>2 months</u>	<u>3 months</u>	<u>4 months plus</u>
CB	Mr J Kavanagh QC	22,406.55		945.82	2,926.76	6.11	18,527.86
RH	Mr V Lenin	10,812.57		2,034.69	(2,550.97)	5,310.95	6,017.90
AB	Mr A Counsel QC	8,349.20	1,327.88	3,099.44	1,306.25	2,615.63	
PR	Mr A Lincoln	7,566.35		7,566.35			
RN	Mr M Gandhi	7,541.95		7,541.95			
DB	Mr W Rumpole	3,486.06		254.81	976.70	22.32	2,232.23
	Totals:	60,162.68	1,327.88	21,443.06	2,658.74	7,955.01	26,777.99

Balances should be agreed with individual barristers.

The amounts shown above are NET of invoices and payments made



The Chambers of A Barrister QC
1st Floor, Any Building
London WC1A 2BD

Mr A Counsel QC
 1 Home Court
 Home Town
 London
WC1C 2CD

Invoice No	9894
Invoice Date	31/03/2010
Barrister	AB
Payment Due	14 Days

Tel : 020 7123 4567 Fax : 020 7123 4568
 DX : xx London / Chancery Lane

Details	Based on Amount	Net Amount	VAT Details		Total
Chambers rent for month @ 22%	10,345.00	2,275.90	17.50%	398.28	2,674.18
Chambers Rent for month @ 5%	4,500.00	225.00	17.50%	39.38	264.38
RECHARGE - Stationery Notebooks	22.50	22.50	17.50%	3.94	26.44
RECHARGE - Courier costs London - home 15/3/10	45.00	45.00	17.50%	7.88	52.88
RECHARGE - Postage Postage recharged	50.00	50.00	0.00%		50.00
RECHARGE - Library Books A Law Book 2010	260.00	260.00	0.00%		260.00
Invoice Tax Breakdown:	Tax Rate	Total Net	Total Tax		
	17.50%	2,568.40	449.48		
	0.00%	310.00	0.00		

Total Net Amount	2,878.40
Total VAT Amount	449.48
Invoice Total	£ 3,327.88

Please pay as soon as possible and in any event, before the 14th of the month as interest will be charged thereafter.

If this account was not previously cleared, then the statement will show the ACTUAL balance owing.