OXFORD SCIENCE STUDIES

Instructions for Filling in the OXSS Year-Round Invoice Template

The following instructions are a guide to filling each field for the OXSS Year-Round invoice template. If you have any questions, please contact Nicky via nicky.downey@oxss.co.uk.

Tutor ID: You can find this in the booking confirmation email you will have received from us when the lessons were first confirmed. It is bolded and highlighted.

Account name: this will usually be your name (or a company name) – *not* the name of the bank.

Account number: this must be an 8-digit number – please include leading zero(s) if any.

Sort code: six digits.

If it is not a UK account, please enter your IBAN as the account number and SWIFT/BIC as the sort code.

Your name: First name and surname.

Invoice from: The 1st line should be your name, or your company name if you are working as part of a company. Lines 2 to 5 are your address or company address.

Company number: if you are operating as a company please give your company registration number – if not, leave this blank.

Invoice number: this can be any number, but it must not be the same as any number you have used before. To avoid repetitions, we advise listing this as the date (i.e. 01092025).

Invoice date: the date you send the invoice to us.

Course: If you are teaching a subject, please list this as Subject Tuition. If you are helping a student with admission to university, please list this as Pre-University Support.

Course code: For Subject Tuition, this will be T25. For Pre-University Support, this will be U25.

Period covered: List the start and end dates of the lessons you are invoicing for.

The pay table: Please name each student you are invoicing lessons for, and how many minutes you have taught them. The total will then be calculated for you.

Once you have completed the form, save it and send it as an attachment to nicky.downey@oxss.co.uk for approval.