

{ MERGEFIELD
LINKNAME_TITLE_1 } {
MERGEFIELD
LINKNAME_INITIALS_1 } {
MERGEFIELD
LINKNAME_SURNAME_1 }
{ MERGEFIELD
CALCULATION_ADDRESS
}

Date: { SET LETTER{ DATE \@ "d MMMM yyyy" } } {ref
LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT
}
Invoice No:
Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{
MERGEFIELD client_no }/{ MERGEFIELD
matter_no }

	COSTS	RATE	VAT
Fixed fee – preparation of a Will		20%	
<u>TOTAL inc. VAT</u>	£		