

[Your business name]

[Street address]  
[Town, postcode]  
[Email]

# Invoice

No. INV-0001



PREPARED FOR  
[Customer name]  
[Customer address]

ISSUE DATE  
**10 Sept 2026**  
DUE DATE  
**24 Sept 2026**

| DESCRIPTION                                      | TIME | RATE      | AMOUNT           |
|--------------------------------------------------|------|-----------|------------------|
| Stage 2: concept design                          | 1    | £2,200.00 | <b>£2,200.00</b> |
| Stage 3: planning application drawings           | 1    | £1,800.00 | <b>£1,800.00</b> |
| Planning application fee paid on client's behalf | 1    | £258.00   | <b>£258.00</b>   |
| Subtotal                                         |      |           | £4,258.00        |
| VAT (20%)                                        |      |           | £851.60          |
| <b>TOTAL DUE</b>                                 |      |           | <b>£5,109.60</b> |

PAYMENT DETAILS

Bank [Bank name]  
Account name [Account name]  
Account no. [00000000]  
Sort code [00-00-00]

NOTES

Payment due within 14 days of the invoice date.