

[Your business name]

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

INVOICE

No. INV-0001

ISSUE DATE  
10 Sept 2026

DUE DATE  
24 Sept 2026

FOR  
[Customer name]  
[Customer address]

| DESCRIPTION                     | QTY | UNIT PRICE | AMOUNT  |
|---------------------------------|-----|------------|---------|
| Organic balloon arch, 3 metres  | 1   | £220.00    | £220.00 |
| Table centrepieces              | 10  | £15.00     | £150.00 |
| Delivery, set-up and collection | 1   | £60.00     | £60.00  |
| Subtotal                        |     |            | £430.00 |

TOTAL DUE  
£430.00

PAYMENT DETAILS

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

NOTES

Balance due 7 days before the event.