

[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
Monthly bookkeeping, up to 150 transactions	1 month	£180.00/month	£180.00
VAT return, quarter to 30 September	1	£90.00	£90.00
Catch-up bookkeeping	6 hrs	£35.00/hr	£210.00
Subtotal			£480.00
TOTAL DUE			£480.00

PAYMENT DETAILS

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

NOTES

Payment due by the first day of the month.