

[Your business name]

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

INVOICE

No. INV-0001

CUSTOMER

[Customer name]

[Customer address]

ISSUE DATE

10 Sept 2026

DUE DATE

24 Sept 2026

WORK AND MATERIALS	QTY	RATE	AMOUNT
Stage 2: rear extension to wall plate, labour	1 job	£4,800.00/job	£4,800.00
Blocks, bricks, lintels and mortar	1	£2,350.00	£2,350.00
Skip hire, 8 yard	2	£290.00	£580.00

Subtotal £7,730.00
VAT (20%) £1,546.00

TOTAL DUE £9,276.00

PAYMENT DETAILS

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

NOTES

Payment due within 7 days of the invoice date.