

[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
Business coaching programme, 6 months	1	£3,000.00	£3,000.00
Team workshop, half day	1	£900.00	£900.00
Subtotal			£3,900.00
TOTAL DUE			£3,900.00

PAYMENT DETAILS

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

NOTES

Payment due before the programme starts.