

[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	TIME	RATE	AMOUNT
Place cards	80	£3.00	£240.00
Seating plan	1	£150.00	£150.00
Live event calligraphy	3 hrs	£120.00/hr	£360.00

Subtotal £750.00

TOTAL DUE

£750.00

PAYMENT DETAILS

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

NOTES

Balance due before delivery.