

[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
Second fix: hang 8 internal doors with ironmongery	1 job	£960.00/job	£960.00
Skirting and architrave, fitted	3 days	£220.00/day	£660.00
Timber and ironmongery	1	£410.00	£410.00

Subtotal £2,030.00
VAT (20%) £406.00

TOTAL DUE £2,436.00

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.