

[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
Wedding ceremony, writing and delivery	1	£550.00	£550.00
Rehearsal attendance	1	£75.00	£75.00
Travel	60 miles	£0.45/mile	£27.00
Subtotal			£652.00

TOTAL DUE
£652.00

PAYMENT DETAILS

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

NOTES

Balance due 14 days before the ceremony.