

[Your business name]

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

INVOICE

No. INV-0001

BILL TO

[Customer name]

[Customer address]

ISSUE DATE

10 Sept 2026

DUE DATE

24 Sept 2026

DESCRIPTION	TIME	RATE	AMOUNT
Executive car, airport transfer	1 job	£120.00/job	£120.00
As-directed hire	4 hrs	£55.00/hr	£220.00
Parking and congestion charge	1	£30.00	£30.00
Subtotal			£370.00
TOTAL DUE			£370.00

PAYMENT DETAILS

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

NOTES

Payment due within 14 days of the invoice date.