

[Your business name]

[Street address]

[Town, postcode]

[Email]

INVOICE · No. INV-0001

Issue date: 10 Sept 2026 Due date: 24 Sept 2026

BILL TO

[Customer name]

[Customer address]

ITEM	QTY	PRICE	TOTAL
Three-course plated dinner, per guest	60	£42.00	£2,520.00
Waiting staff, 6 hours	4	£90.00	£360.00
Crockery and glassware hire	1	£180.00	£180.00

Subtotal £3,060.00
VAT (20%) £612.00

TOTAL DUE £3,672.00

PAYMENT DETAILS

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

NOTES

Balance due 7 days before the event.

Thank you for your business