[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
Childcare, September, booked hours	120 hrs	£6.50/hr	**£780.00**
Meals and snacks	20	£3.00	**£60.00**
Funded hours (paid by the council)	60 hrs	£0.00/hr	**£0.00**

Subtotal £840.00

TOTAL DUE £840.00

PAYMENT DETAILS

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

NOTES

Payment due by the first day of the month.