

[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
Weekly clean, 4 visits in September	12 hrs	£16.00/hr	£192.00
Oven deep clean	1 job	£60.00/job	£60.00
Cleaning products supplied	1	£8.50	£8.50

Subtotal £260.50

TOTAL DUE £260.50

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.