

[Your business name]

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

Invoice

No. INV-0001



PREPARED FOR
[Customer name]
[Customer address]

ISSUE DATE
10 Sept 2026
DUE DATE
24 Sept 2026

DESCRIPTION	TIME	RATE	AMOUNT
Company secretarial retainer, annual	1	£600.00	£600.00
Confirmation statement filing	1	£75.00	£75.00
Companies House fee paid on client's behalf	1	£50.00	£50.00
Subtotal			£725.00
TOTAL DUE			£725.00

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.