

[Your business name]

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

INVOICE

No. INV-0001

CUSTOMER

[Customer name]

[Customer address]

ISSUE DATE

10 Sept 2026

DUE DATE

24 Sept 2026

WORK AND MATERIALS	QTY	RATE	AMOUNT
Place and power float slab (per m ²)	450	£6.50	£2,925.00
Saw cut movement joints	1 job	£380.00/job	£380.00
Curing compound and sealer	1	£260.00	£260.00

Subtotal £3,565.00
VAT (20%) £713.00

TOTAL DUE £4,278.00

PAYMENT DETAILS

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

NOTES

Payment due within 30 days of the invoice date.