[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
Base and dwarf walls	1 job	£3,200.00/job	**£3,200.00**
Frame, glazing and roof supply and install	1 job	£11,500.00/job	**£11,500.00**
Electrics and heating	1 job	£1,250.00/job	**£1,250.00**

Subtotal	£15,950.00
VAT (20%)	£3,190.00
TOTAL DUE	**£19,140.00**

PAYMENT DETAILS

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

NOTES

Payment due on completion of the work.