

[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
Consultancy, strategy review	6 days	£650.00/day	£3,900.00
Travel and accommodation, as approved	1	£310.00	£310.00
Subtotal			£4,210.00
VAT (20%)			£842.00
TOTAL DUE			£5,052.00

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.