

[Your business name]

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

INVOICE

No. INV-0001

ISSUE DATE
10 Sept 2026

DUE DATE
24 Sept 2026

FOR
[Customer name]
[Customer address]

DESCRIPTION	TIME	RATE	AMOUNT
Website copy: homepage and 5 service pages	1 job	£1,650.00/job	£1,650.00
Email sequence, 3 emails	1	£450.00	£450.00
Additional revisions	2 hrs	£60.00/hr	£120.00
Subtotal			£2,220.00
			TOTAL DUE
			£2,220.00

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.