

[Your business name]

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

INVOICE

No. INV-0001

BILL TO

[Customer name]

[Customer address]

ISSUE DATE

10 Sept 2026

DUE DATE

24 Sept 2026

DESCRIPTION	TIME	RATE	AMOUNT
Same-day delivery, Leeds to Manchester, small van	1 job	£145.00/job	£145.00
Waiting time at collection	1 hr	£20.00/hr	£20.00
Additional drop	2	£15.00	£30.00
Subtotal			£195.00
TOTAL DUE			£195.00

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.