

[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
Data analysis and dashboard build	4 days	£450.00/day	£1,800.00
Monthly reporting, retainer	1 month	£600.00/month	£600.00
Subtotal			£2,400.00
TOTAL DUE			£2,400.00

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.