

[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
Composite decking with frame (per m ²)	20	£160.00	£3,200.00
Steps, two treads	1	£280.00	£280.00
Balustrade (per metre)	6	£95.00	£570.00
Subtotal			£4,050.00
TOTAL DUE			£4,050.00

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.