[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
Demolish single-storey rear extension	1 job	£3,800.00/job	**£3,800.00**
Waste removal, mixed construction waste	6	£280.00	**£1,680.00**
Asbestos removal, non-licensed, garage roof	1 job	£950.00/job	**£950.00**

Subtotal	£6,430.00
VAT (20%)	£1,286.00
TOTAL DUE	**£7,716.00**

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.