

[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
Block paving including sub-base (per m²)	48	£85.00	£4,080.00
Excavation and spoil removal	1 job	£900.00/job	£900.00
Channel drain to soakaway	1	£420.00	£420.00
Subtotal			£5,400.00
TOTAL DUE			£5,400.00

PAYMENT DETAILS

Bank

Account name

Account no.

Sort code

[Bank name]

[Account name]

[00000000]

[00-00-00]

NOTES

Payment due on completion of the work.