

[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
Metal stud partitions, boarded both sides (per m²)	120	£18.00	£2,160.00
MF ceiling, level 3 (per m²)	60	£16.00	£960.00
Tape and joint	3 days	£210.00/day	£630.00

Subtotal £3,750.00
VAT (20%) £750.00

TOTAL DUE £4,500.00

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.