

[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
Sales commission, 1.2% of £320,000	1	£3,840.00	£3,840.00
Professional photography and floor plan	1	£150.00	£150.00
Subtotal			£3,990.00
TOTAL DUE			£3,990.00

PAYMENT DETAILS

Bank [Bank name]
Account name [Account name]
Account no. [00000000]
Sort code [00-00-00]

NOTES

Payment due on completion of the sale.