

[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
Initial financial planning advice and report	1	£1,500.00	£1,500.00
Implementation, pension transfer arrangement	1	£1,000.00	£1,000.00
Subtotal			£2,500.00
TOTAL DUE			£2,500.00

PAYMENT DETAILS

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

NOTES

Payment due within 14 days of the invoice date.