

[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
Wall formwork, core level 1 (per m ²)	90	£28.00	£2,520.00
Day work, slab edges	2 days	£250.00/day	£500.00

Subtotal £3,020.00

VAT (20%) £604.00

TOTAL DUE £3,624.00

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.