

[Your business name]

[Street address]  
[Town, postcode]  
[Email]

INVOICE

No. INV-0001

ISSUE DATE  
10 Sept 2026

DUE DATE  
24 Sept 2026

FOR  
[Customer name]  
[Customer address]

| DESCRIPTION                                               | QTY | UNIT PRICE | AMOUNT  |
|-----------------------------------------------------------|-----|------------|---------|
| Feature, 1,500 words, commissioned by the features editor | 1   | £450.00    | £450.00 |
| Online syndication rights                                 | 1   | £100.00    | £100.00 |

Subtotal £550.00

TOTAL DUE  
£550.00

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.