

[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
Insulated sectional door, supply and fit	1	£1,650.00	£1,650.00
Electric operator and remotes	1	£420.00	£420.00
Remove and dispose of old up-and-over door	1 job	£90.00/job	£90.00

Subtotal £2,160.00
VAT (20%) £432.00

TOTAL DUE £2,592.00

PAYMENT DETAILS

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

NOTES

Payment due on completion of the work.