

[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
Landlord gas safety record, 3 appliances	1	£85.00	£85.00
Boiler service	1	£90.00	£90.00
Replace diverter valve, parts and labour	1 job	£240.00/job	£240.00
Subtotal			£415.00
TOTAL DUE			£415.00

PAYMENT DETAILS

Bank

Account name

Account no.

Sort code

[Bank name]

[Account name]

[00000000]

[00-00-00]

NOTES

Payment due within 14 days of the invoice date.