

[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
Replace misted sealed unit, 800 x 1200mm, toughened	2	£165.00	£330.00
Emergency call-out and boarding	1 job	£95.00/job	£95.00
Beads, gaskets and sealant	1	£22.00	£22.00
Subtotal			£447.00
TOTAL DUE			£447.00

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.