

[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
Excavate and pour strip foundations, plot 7	1 job	£3,200.00/job	£3,200.00
Mini digger with operator	3 days	£320.00/day	£960.00
Ready-mix concrete, 12 m ³	1	£1,560.00	£1,560.00
Muck away, 3 loads	3	£240.00	£720.00

Subtotal £6,440.00
VAT (20%) £1,288.00

TOTAL DUE £7,728.00

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.