

[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 uPVC guttering, 112mm (per metre)	18	£32.00	£576.00
Replace downpipes	2	£85.00	£170.00
Gutter clean and flush	1 job	£90.00/job	£90.00
Subtotal			£836.00
TOTAL DUE			£836.00

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.