

[Your business name]

[Street address]
[Town, postcode]
[Email]

INVOICE

No. INV-0001

BILL TO

[Customer name]

[Customer address]

ISSUE DATE

10 Sept 2026

DUE DATE

24 Sept 2026

DESCRIPTION	TIME	RATE	AMOUNT
Class 1 driving shift, 10 hours	5 days	£210.00/day	£1,050.00
Night out allowance	2	£35.00	£70.00
Overtime beyond 10 hours	3 hrs	£22.00/hr	£66.00
Subtotal			£1,186.00
TOTAL DUE			£1,186.00

PAYMENT DETAILS

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

NOTES

Payment due within 7 days of the invoice date.