

[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
Heavy recovery unit and crew	4 hrs	£280.00/hr	£1,120.00
Load transfer	1 job	£900.00/job	£900.00
Secure storage, tractor unit and trailer	2 days	£80.00/day	£160.00

Subtotal £2,180.00

TOTAL DUE £2,180.00

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.