

[Your business name]

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

Invoice

No. INV-0001



PREPARED FOR
[Customer name]
[Customer address]

ISSUE DATE
10 Sept 2026
DUE DATE
24 Sept 2026

DESCRIPTION	TIME	RATE	AMOUNT
Care visits, weekday mornings	10 hrs	£20.00/hr	£200.00
Weekend visits	4 hrs	£23.00/hr	£92.00
Mileage on client outings	30 miles	£0.45/mile	£13.50
Subtotal			£305.50
TOTAL DUE			£305.50

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.