

[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
Horse transport, 2 horses, return to event	1 job	£240.00/job	£240.00
Waiting time at event	5 hrs	£15.00/hr	£75.00
Mileage beyond 60 miles	40 miles	£1.50/mile	£60.00

Subtotal £375.00

TOTAL DUE £375.00

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.