

[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
Design fee: detailed scheme, 3 rooms	1	£3,200.00	£3,200.00
Sofa, supplied	1	£2,400.00	£2,400.00
Procurement fee, 15%	1	£360.00	£360.00
Subtotal			£5,960.00
TOTAL DUE			£5,960.00

PAYMENT DETAILS

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

NOTES

Payment due within 14 days of the invoice date.