

[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
Face-to-face interpreting, Polish, minimum 3 hours	3 hrs	£32.00/hr	£96.00
Travel time	1.5 hrs	£16.00/hr	£24.00
Mileage	40 miles	£0.45/mile	£18.00
Subtotal			£138.00
TOTAL DUE			£138.00

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.