

[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
Managed IT support, 12 users, October	1 month	£480.00/month	£480.00
Microsoft 365 licences	12	£10.30	£123.60
On-site call-out	2 hrs	£65.00/hr	£130.00
Subtotal			£733.60
TOTAL DUE			£733.60

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.