

[Your business name]

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

INVOICE

No. INV-0001

CUSTOMER

[Customer name]

[Customer address]

ISSUE DATE

10 Sept 2026

DUE DATE

24 Sept 2026

WORK AND MATERIALS	QTY	RATE	AMOUNT
Fit solid oak worktops, 3 lengths	1 job	£420.00/job	£420.00
Mason's mitre joints	2	£60.00	£120.00
Sink and hob cut-outs	2	£45.00	£90.00
Subtotal			£630.00
TOTAL DUE			£630.00

PAYMENT DETAILS

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

NOTES

Payment due on completion of the work.