[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
Garden maintenance, 4 visits in May	12 hrs	£28.00/hr	**£336.00**
Patio, Indian sandstone, laid (per m²)	22	£95.00	**£2,090.00**
Green waste removal	1	£60.00	**£60.00**

Subtotal	£2,486.00
TOTAL DUE	**£2,486.00**

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.