

[Your business name]

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

INVOICE

No. INV-0001

BILL TO

[Customer name]

[Customer address]

ISSUE DATE

10 Sept 2026

DUE DATE

24 Sept 2026

DESCRIPTION	TIME	RATE	AMOUNT
Spanish lessons, B1 level	6 hrs	£35.00/hr	£210.00
Business French, group of 4	4 hrs	£70.00/hr	£280.00

Subtotal £490.00

TOTAL DUE £490.00

PAYMENT DETAILS

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

NOTES

Payment due before the first lesson in the period.