

[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
Management fee, 12% of £1,100 rent, October	1	£132.00	£132.00
Inventory and check-in	1	£150.00	£150.00
Subtotal			£282.00
TOTAL DUE			£282.00

PAYMENT DETAILS

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

NOTES

Fees deducted from rent collected.