

[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
Emergency call-out and non-destructive entry	1 job	£95.00/job	£95.00
Anti-snap euro cylinder, supplied and fitted	2	£65.00	£130.00
Additional keys	3	£8.00	£24.00
Subtotal			£249.00
TOTAL DUE			£249.00

PAYMENT DETAILS

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

NOTES

Payment due on the day of the visit.