

[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
Timber loft ladder with insulated hatch, fitted	1	£360.00	£360.00
Loft boarding on raised legs (per m²)	12	£38.00	£456.00
Loft light with switch	1	£95.00	£95.00
Subtotal			£911.00
TOTAL DUE			£911.00

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.