

[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 consultancy, operating model review	8 days	£800.00/day	£6,400.00
Approved expenses	1	£260.00	£260.00
Subtotal			£6,660.00
VAT (20%)			£1,332.00
TOTAL DUE			£7,992.00

PAYMENT DETAILS

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

NOTES

Payment due within 30 days of the invoice date.