

[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
In-depth interviews	12	£180.00	£2,160.00
Participant incentives	12	£50.00	£600.00
Analysis and report	1	£1,200.00	£1,200.00
Subtotal			£3,960.00
TOTAL DUE			£3,960.00

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.