

[Your business name]

[Street address]

[Town, postcode]

[Email]

INVOICE · No. INV-0001

Issue date: 10 Sept 2026 Due date: 24 Sept 2026

BILL TO

[Customer name]

[Customer address]

ITEM	QTY	PRICE	TOTAL
Bar hire and set-up	1	£350.00	£350.00
Bartenders, 6 hours	2	£120.00	£240.00
Drinks package, 100 guests	1	£900.00	£900.00

Subtotal £1,490.00

TOTAL DUE £1,490.00

PAYMENT DETAILS

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

NOTES

Balance due 14 days before the event.

Thank you for your business