

[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
Private hire, street food menu, 100 guests	1	£1,200.00	£1,200.00
Travel beyond 30 miles	40 miles	£1.00	£40.00

Subtotal £1,240.00

TOTAL DUE £1,240.00

PAYMENT DETAILS

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

NOTES

Balance due 7 days before the event.

Thank you for your business