

[Your business name]

[Street address]
[Town, postcode]
[Email]

INVOICE

No. INV-0001

BILL TO

[Customer name]

[Customer address]

ISSUE DATE

10 Sept 2026

DUE DATE

24 Sept 2026

DESCRIPTION	TIME	RATE	AMOUNT
Full service, labour	1 job	£95.00/job	£95.00
Oil, oil filter, air filter and cabin filter	1	£64.00	£64.00
Replace front brake pads and discs, labour	1 job	£85.00/job	£85.00
Brake pads and discs	1	£110.00	£110.00

Subtotal £354.00

TOTAL DUE £354.00

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.