

[Your business name]

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

INVOICE

No. INV-0001

ISSUE DATE
10 Sept 2026

DUE DATE
24 Sept 2026

FOR
[Customer name]
[Customer address]

DESCRIPTION	TIME	RATE	AMOUNT
Narration, per finished hour	9 hrs	£250.00/hr	£2,250.00
Editing and mastering, per finished hour	9 hrs	£75.00/hr	£675.00

Subtotal £2,925.00

TOTAL DUE

£2,925.00

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.