

[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
Commercial shoot, full day	1 day	£650.00/day	£650.00
Editing and retouching	40	£6.00	£240.00
Usage licence: website and social media, 12 months	1	£300.00	£300.00
Travel	60 miles	£0.45/mile	£27.00
Subtotal			£1,217.00

TOTAL DUE
£1,217.00

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.