

[Your business name]

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

INVOICE

No. INV-0001

CUSTOMER

[Customer name]

[Customer address]

ISSUE DATE

10 Sept 2026

DUE DATE

24 Sept 2026

| WORK AND MATERIALS                            | QTY   | RATE       | AMOUNT  |
|-----------------------------------------------|-------|------------|---------|
| Call-out and first hour                       | 1 job | £85.00/job | £85.00  |
| Additional labour                             | 2 hrs | £55.00/hr  | £110.00 |
| Thermostatic mixer valve, supplied and fitted | 1     | £64.00     | £64.00  |
| Copper pipe and fittings                      | 1     | £28.50     | £28.50  |

Subtotal £287.50  
VAT (20%) £57.50

TOTAL DUE £345.00

PAYMENT DETAILS

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

NOTES

Payment due within 7 days of the invoice date.