

[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	QTY	UNIT PRICE	AMOUNT
Mid-roll sponsor read, 4 episodes	4	£250.00	£1,000.00
Podcast production, per episode	4	£350.00	£1,400.00

Subtotal £2,400.00

TOTAL DUE

£2,400.00

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.