

[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
Recovery, roadside to garage, 18 miles	1 job	£150.00/job	£150.00
Winching	1	£45.00	£45.00
Storage	3 days	£20.00/day	£60.00

Subtotal £255.00

TOTAL DUE £255.00

PAYMENT DETAILS

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

NOTES

Payment due within 14 days of the invoice date.