

[Your business name]

[Street address]

[Town, postcode]

[Email]

Invoice

No. INV-0001



PREPARED FOR

[Customer name]

[Customer address]

ISSUE DATE

10 Sept 2026

DUE DATE

24 Sept 2026

DESCRIPTION	TIME	RATE	AMOUNT
Placement fee: Operations Manager, 18% of £45,000	1	£8,100.00	£8,100.00
Job board advertising, recharged as agreed	1	£220.00	£220.00
Subtotal			£8,320.00
VAT (20%)			£1,664.00
TOTAL DUE			£9,984.00

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.