

[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
Man and van, 2 crew, local move	4 hrs	£70.00/hr	£280.00
Packing boxes and tape	1	£28.00	£28.00
Mileage beyond 20 miles	18 miles	£1.20/mile	£21.60

Subtotal £329.60

TOTAL DUE £329.60

PAYMENT DETAILS

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

NOTES

Payment due on completion of the move.