

[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
Erect scaffold, front elevation, 3 lifts	1 job	£1,100.00/job	£1,100.00
Hire period beyond the first 4 weeks	2 wks	£85.00/wk	£170.00
Dismantle and remove	1 job	£350.00/job	£350.00

Subtotal £1,620.00
VAT (20%) £324.00

TOTAL DUE £1,944.00

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.