[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
Manufacture of counter and back fixture	1	£6,400.00	**£6,400.00**
Site installation, fixed shelving and counter	4 days	£520.00/day	**£2,080.00**
Freestanding display tables	3	£420.00	**£1,260.00**

Subtotal	£9,740.00
VAT (20%)	£1,948.00
TOTAL DUE	**£11,688.00**

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.