

[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
Social media management, 3 platforms, October	1 month	£650.00/month	£650.00
Paid ads management	1 month	£200.00/month	£200.00
Content shoot, half day	1	£250.00	£250.00
Subtotal			£1,100.00
TOTAL DUE			£1,100.00

PAYMENT DETAILS

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

NOTES

Payment due by the first day of the month.