

[Your business name]

[Street address]  
[Town, postcode]  
[Email]

INVOICE

No. INV-0001

ISSUE DATE  
10 Sept 2026

DUE DATE  
24 Sept 2026

FOR  
[Customer name]  
[Customer address]

| DESCRIPTION                    | TIME  | RATE        | AMOUNT  |
|--------------------------------|-------|-------------|---------|
| Live sound engineer, event day | 1 day | £320.00/day | £320.00 |
| PA hire                        | 1     | £250.00     | £250.00 |
| Subtotal                       |       |             | £570.00 |

TOTAL DUE  
£570.00

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.