

[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
Level 3 building survey, 3-bed semi-detached	1	£850.00	£850.00
Additional site visit	1	£150.00	£150.00
Subtotal			£1,000.00
VAT (20%)			£200.00
TOTAL DUE			£1,200.00

PAYMENT DETAILS

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

NOTES

Payment due before release of the report.