[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 frame to wall plate, plot 21	1 job	£3,600.00/job	**£3,600.00**
Roof trusses, bracing and sheathing	1 job	£1,400.00/job	**£1,400.00**
Fixings and consumables	1	£180.00	**£180.00**

Subtotal	£5,180.00
VAT (20%)	£1,036.00
TOTAL DUE	**£6,216.00**

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.