

[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
Transcription, 3 interviews, 145 audio minutes	145	£1.20	£174.00
Multiple speakers surcharge	1	£25.00	£25.00
Subtotal			£199.00
TOTAL DUE			£199.00

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.