[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
Mass concrete underpinning, pins 1 to 6	6	£1,150.00	**£6,900.00**
Concrete supply	1	£1,320.00	**£1,320.00**
Spoil removal	4	£240.00	**£960.00**

Subtotal	£9,180.00
VAT (20%)	£1,836.00
TOTAL DUE	**£11,016.00**

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.