

[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
UX design, discovery and wireframes	6 days	£500.00/day	£3,000.00
Usability testing, 5 participants	1	£900.00	£900.00
Participant incentives	5	£40.00	£200.00
Subtotal			£4,100.00
TOTAL DUE			£4,100.00

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.