

[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
Monthly VA package, 20 hours	1 month	£560.00/month	£560.00
Additional hours	4 hrs	£30.00/hr	£120.00
Subtotal			£680.00
TOTAL DUE			£680.00

PAYMENT DETAILS

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

NOTES

Payment due by the first day of the month.