

[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
Website design and build, 6 pages	1 job	£2,400.00/job	£2,400.00
Care plan: hosting, updates and backups	1 month	£45.00/month	£45.00
Subtotal			£2,445.00
TOTAL DUE			£2,445.00

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.