

[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
Fabricate steel balustrade, workshop	1 job	£1,250.00/job	£1,250.00
Site installation and welding	2 days	£320.00/day	£640.00
Steel and consumables	1	£480.00	£480.00

Subtotal £2,370.00
VAT (20%) £474.00

TOTAL DUE £2,844.00

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.