

[Your business name]

[Street address]
[Town, postcode]
[Email]

INVOICE

No. INV-0001

BILL TO

[Customer name]

[Customer address]

ISSUE DATE

10 Sept 2026

DUE DATE

24 Sept 2026

DESCRIPTION	TIME	RATE	AMOUNT
Window clean, outside, 4-weekly	3	£18.00	£54.00
Conservatory roof clean	1 job	£65.00/job	£65.00
Frames and sills	1	£15.00	£15.00
Subtotal			£134.00
TOTAL DUE			£134.00

PAYMENT DETAILS

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

NOTES

Payment due within 7 days of the invoice date.