

[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
Replace uPVC casement windows	6	£520.00	£3,120.00
Composite front door, supply and fit	1	£1,350.00	£1,350.00
Remove and dispose of old frames	1 job	£180.00/job	£180.00

Subtotal £4,650.00
VAT (20%) £930.00

TOTAL DUE £5,580.00

PAYMENT DETAILS

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

NOTES

Payment due on completion of the work.