

[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

10 Oct 2026

DESCRIPTION	TIME	RATE	AMOUNT
Rail travel London to Leeds, [DD/MM] (net cost)	1	£96.00	£96.00
Hotel, 1 night, [DD/MM] (net cost)	1	£115.00	£115.00
Mileage, site visit, [DD/MM]	64 miles	£0.45/mile	£28.80

Subtotal £239.80
VAT (20%) £47.96

TOTAL DUE £287.76