

[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	QTY	UNIT PRICE	AMOUNT
Balance of contract: bathroom refit, [Address]	1	£3,100.00	£3,100.00
Variation 1: heated towel rail, agreed [DD/MM/YYYY]	1	£340.00	£340.00
Variation 2: additional tiling to window reveal	1	£160.00	£160.00

Subtotal £3,600.00
VAT (20%) £720.00

TOTAL DUE £4,320.00