

[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
Marketing consultancy, October	4 days	£400.00/day	£1,600.00
Campaign report	1	£300.00	£300.00

Subtotal	£1,900.00
VAT (20%)	£380.00

TOTAL DUE	£2,280.00
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