[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
Consultancy services, September	5 days	£450.00/day	**£2,250.00**
Travel expenses, as agreed	1	£86.40	**£86.40**

Subtotal	£2,336.40
VAT (20%)	£467.28
TOTAL DUE	**£2,803.68**

NOTES

Payment due within 30 days of the invoice date.