

[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
Monthly retainer: social media management, up to 20 hours	1 month	£1,200.00/month	£1,200.00
Additional hours in [previous month], at £55 per hour	3 hrs	£55.00/hr	£165.00

Subtotal £1,365.00
VAT (20%) £273.00

TOTAL DUE £1,638.00