

[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
Mon to Thu: site supervision, standard rate	32 hrs	£28.00/hr	£896.00
Sat: site supervision, weekend rate	6 hrs	£42.00/hr	£252.00

Subtotal £1,148.00

TOTAL DUE £1,148.00