INVOICE

FROM

BUSINESS NAME, OR FULL REGISTERED COMPANY NAME

ADDRESS

PHONE / EMAIL

INVOICE NUMBER

INVOICE DATE

DATE THE WORK WAS DONE

PAYMENT DUE BY

BILL TO

CUSTOMER NAME

ADDRESS

SITE

SITE ADDRESS (IF DIFFERENT)

YOUR QUOTE OR ORDER REFERENCE

VAT NUMBER (IF VAT REGISTERED)

Description of the work	Qty	Unit price	Amount

Subtotal £

VAT at _____ % £

Total due £

Leave the VAT line blank if you are not VAT registered.

HOW TO PAY

ACCOUNT NAME

SORT CODE

ACCOUNT NUMBER

PAYMENT REFERENCE

PAYMENT TERMS

For example: payment due within 14 days of the invoice date.