

INVOICE

[Your trading name]
[Address line 1]
[Town, postcode]
[Phone]
[Email]
[VAT number] (if registered)

BILL TO

[Client name]
[Address line 1]
[Town, postcode]

INVOICE NUMBER

INVOICE DATE

WORK COMPLETED

PAYMENT DUE BY

DESCRIPTION	QTY	UNIT PRICE	AMOUNT

Subtotal (net)

VAT @ 20% (if registered)

Total due

PAYMENT DETAILS

BANK

ACCOUNT NAME

ACCOUNT NUMBER

SORT CODE

PAYMENT REFERENCE

Payment terms: due within [14] days of the invoice date.