[Your business name]

[Street address]
[Town, postcode]
[Email]

Invoice

No. INV-0001

PREPARED FOR

[Customer name]

[Customer address]

ISSUE DATE

10 Sept 2026

DUE DATE

24 Sept 2026

DESCRIPTION	TIME	RATE	AMOUNT
Stage 2: concept design	1	£2,200.00	**£2,200.00**
Stage 3: planning application drawings	1	£1,800.00	**£1,800.00**
Planning application fee paid on client's behalf	1	£258.00	**£258.00**

Subtotal	£4,258.00
VAT (20%)	£851.60
TOTAL DUE	**£5,109.60**

PAYMENT DETAILS

Bank	**[Bank name]**
Account name	**[Account name]**
Account no.	**[00000000]**
Sort code	**[00-00-00]**

NOTES

Payment due within 14 days of the invoice date.

Created with TapTax