[Your business name]

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

INVOICE

No. INV-0001

ISSUE DATE
10 Sept 2026

DUE DATE
24 Sept 2026

FOR
[Customer name]

[Customer address]

DESCRIPTION	TIME	RATE	AMOUNT
Place cards	80	£3.00	**£240.00**
Seating plan	1	£150.00	**£150.00**
Live event calligraphy	3 hrs	£120.00/hr	**£360.00**

Subtotal £750.00

TOTAL DUE
£750.00

PAYMENT DETAILS

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

NOTES

Balance due before delivery.

Created with TapTax