[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
24 Sept 2026

DESCRIPTION	TIME	RATE	AMOUNT
Executive car, airport transfer	1 job	£120.00/job	**£120.00**
As-directed hire	4 hrs	£55.00/hr	**£220.00**
Parking and congestion charge	1	£30.00	**£30.00**

Subtotal £370.00

TOTAL DUE £370.00

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