[Your business name]

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

INVOICE · No. INV-0001

Issue date: 10 Sept 2026 Due date: 24 Sept 2026

BILL TO

[Customer name]

[Customer address]

ITEM	QTY	PRICE	TOTAL
Three-course plated dinner, per guest	60	£42.00	**£2,520.00**
Waiting staff, 6 hours	4	£90.00	**£360.00**
Crockery and glassware hire	1	£180.00	**£180.00**

Subtotal	£3,060.00
VAT (20%)	£612.00
TOTAL DUE	**£3,672.00**

PAYMENT DETAILS

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

NOTES

Balance due 7 days before the event.

Thank you for your business

Created with TapTax