[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
Company secretarial retainer, annual	1	£600.00	**£600.00**
Confirmation statement filing	1	£75.00	**£75.00**
Companies House fee paid on client's behalf	1	£50.00	**£50.00**
		Subtotal	£725.00
		TOTAL DUE	**£725.00**

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