[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
Consultancy, strategy review	6 days	£650.00/day	**£3,900.00**
Travel and accommodation, as approved	1	£310.00	**£310.00**
		Subtotal	£4,210.00
		VAT (20%)	£842.00
		TOTAL DUE	**£5,052.00**

PAYMENT DETAILS

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

NOTES

Payment due within 30 days of the invoice date.

Created with TapTax