[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
Same-day delivery, Leeds to Manchester, small van	1 job	£145.00/job	**£145.00**
Waiting time at collection	1 hr	£20.00/hr	**£20.00**
Additional drop	2	£15.00	**£30.00**

Subtotal £195.00

TOTAL DUE £195.00

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