[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
GCSE English literature tuition	6 hrs	£40.00/hr	**£240.00**
Essay marking with written feedback	2	£20.00	**£40.00**

Subtotal £280.00

TOTAL DUE £280.00

PAYMENT DETAILS

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

NOTES

Payment due before the first lesson in the period.

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