[Your business name]

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

INVOICE

No. INV-0001

ISSUE DATE
10 Sept 2026

DUE DATE
24 Sept 2026

FOR
[Customer name]

[Customer address]

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Feature, 1,500 words, commissioned by the features editor	1	£450.00	**£450.00**
Online syndication rights	1	£100.00	**£100.00**

Subtotal £550.00

TOTAL DUE
£550.00

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