[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
Face-to-face interpreting, Polish, minimum 3 hours	3 hrs	£32.00/hr	**£96.00**
Travel time	1.5 hrs	£16.00/hr	**£24.00**
Mileage	40 miles	£0.45/mile	**£18.00**
		Subtotal	£138.00
		TOTAL DUE	**£138.00**

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