[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
Managed IT support, 12 users, October	1 month	£480.00/month	**£480.00**
Microsoft 365 licences	12	£10.30	**£123.60**
On-site call-out	2 hrs	£65.00/hr	**£130.00**
		Subtotal	£733.60
		TOTAL DUE	**£733.60**

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