[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
Management consultancy, operating model review	8 days	£800.00/day	**£6,400.00**
Approved expenses	1	£260.00	**£260.00**
		Subtotal	£6,660.00
		VAT (20%)	£1,332.00
		TOTAL DUE	**£7,992.00**

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