[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
PR retainer, October	1 month	£1,500.00/month	**£1,500.00**
Press release distribution	1	£180.00	**£180.00**
Media training, half day	1	£750.00	**£750.00**
		Subtotal	£2,430.00
		TOTAL DUE	**£2,430.00**

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