[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
Placement fee: Operations Manager, 18% of £45,000	1	£8,100.00	**£8,100.00**
Job board advertising, recharged as agreed	1	£220.00	**£220.00**

Subtotal	£8,320.00
VAT (20%)	£1,664.00
TOTAL DUE	**£9,984.00**

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