[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
Monthly VA package, 20 hours	1 month	£560.00/month	**£560.00**
Additional hours	4 hrs	£30.00/hr	**£120.00**
		Subtotal	£680.00
		TOTAL DUE	**£680.00**

PAYMENT DETAILS

Bank	**[Bank name]**
Account name	**[Account name]**
Account no.	**[00000000]**
Sort code	**[00-00-00]**

NOTES

Payment due by the first day of the month.

Created with TapTax