[Your business name]

[Street address]
[Town, postcode]
[Email]

INVOICE

No. INV-0001

CUSTOMER

[Customer name]

[Customer address]

ISSUE DATE
10 Sept 2026

DUE DATE
24 Sept 2026

WORK AND MATERIALS	QTY	RATE	AMOUNT
Replace uPVC casement windows	6	£520.00	**£3,120.00**
Composite front door, supply and fit	1	£1,350.00	**£1,350.00**
Remove and dispose of old frames	1 job	£180.00/job	**£180.00**

Subtotal	£4,650.00
VAT (20%)	£930.00
TOTAL DUE	**£5,580.00**

PAYMENT DETAILS

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

NOTES

Payment due on completion of the work.

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