[Your business name]

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

INVOICE

No. INV-0001

BILL TO

[Customer name]

[Customer address]

ISSUE DATE
10 Sept 2026

DUE DATE
10 Oct 2026

DESCRIPTION	TIME	RATE	AMOUNT
Rail travel London to Leeds, [DD/MM] (net cost)	1	£96.00	**£96.00**
Hotel, 1 night, [DD/MM] (net cost)	1	£115.00	**£115.00**
Mileage, site visit, [DD/MM]	64 miles	£0.45/mile	**£28.80**

Subtotal	£239.80
VAT (20%)	£47.96
TOTAL DUE	**£287.76**

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