[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
Marketing consultancy, October	4 days	£400.00/day	**£1,600.00**
Campaign report	1	£300.00	**£300.00**

Subtotal	£1,900.00
VAT (20%)	£380.00
TOTAL DUE	**£2,280.00**