[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
Mon [DD/MM]: bookkeeping and bank reconciliation	3.5 hrs	£35.00/hr	**£122.50**
Wed [DD/MM]: payroll and pension submissions	2 hrs	£35.00/hr	**£70.00**
Fri [DD/MM]: VAT return preparation	2.5 hrs	£35.00/hr	**£87.50**

Subtotal £280.00

TOTAL DUE £280.00

NOTES

Time billed in 15-minute increments. Payment within 14 days.

Created with TapTax