[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
Website design, 5 pages	1 job	£1,200.00/job	**£1,200.00**
Logo refresh	1	£250.00	**£250.00**

Subtotal £1,450.00

TOTAL DUE £1,450.00

NOTES

Payment due within 14 days of the invoice date. No VAT is charged: [business name] is not VAT registered.

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