[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
Monthly retainer: social media management, up to 20 hours	1 month	£1,200.00/month	**£1,200.00**
Additional hours in [previous month], at £55 per hour	3 hrs	£55.00/hr	**£165.00**

Subtotal	£1,365.00
VAT (20%)	£273.00
TOTAL DUE	**£1,638.00**

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