[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 to Thu: site supervision, standard rate	32 hrs	£28.00/hr	**£896.00**
Sat: site supervision, weekend rate	6 hrs	£42.00/hr	**£252.00**

Subtotal £1,148.00

TOTAL DUE £1,148.00

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