[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
Bookkeeping services, quarter to 30 June	1	£450.00	**£450.00**
Payroll processing, 3 employees	3 months	£60.00/month	**£180.00**

Subtotal	£630.00
VAT (20%)	£126.00
TOTAL DUE	**£756.00**

NOTES

Payment due within 30 days of the invoice date.

Created with TapTax