

Invoice

Trade business invoice — payment request

Company: _____

Date: ____/____/____

Address: _____

Ref: _____

Your Business

Business name:

Address:

Phone:

Email:

Company / sole trader no.:

VAT number:

Customer name:

Customer address:

Bill To

Invoice number:

Invoice date:

Payment due date:

Labour

Description	Hours	Rate (£)	Amount (£)
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Materials & Parts

Item	Qty	Unit price (£)	Amount (£)
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Totals

Subtotal (£):

VAT rate (%):

VAT amount (£):

Total due (£):

Payment Details

Bank name:

Account name:

Sort code:

Account number:

Accepted methods:

Terms & Conditions

Payment terms: ____ days from invoice date. Late payment charges may apply.

Notes: _____
