Invoice  
  
Your company name  
Address line 1  
Address line 2  
Postcode  
Email address  
Phone number

Invoice number:   
Invoice date:  
Payment due:

For the attention of: customer name  
Company name   
Address line 1  
Address line 2  
Postcode

|  |  |  |
| --- | --- | --- |
| **Description** | **Supply date** | **Amount** |
| *e.g. Website redesign* | *e.g. 12th December 2020* | *e.g. £0.00* |
| *Item 2* |  |  |
| *Item 3* |  |  |
| *Item 4* |  |  |
|  | Subtotal | £0.00 |
|  | VAT | £0.00 |
|  | **Total with VAT** | **£0.00** |

Please make payment to:

|  |  |
| --- | --- |
| Bank |  |
| Sort code |  |
| Account number |  |

Prompt payment of this invoice would be greatly appreciated.

Thank you for doing business with us.