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| INVOICE: XXXXXXX | Prepared for **Company Name**  Company Address: **Company Address**  Invoice Date: **DD/MM/YYY**  Due Date: **DD/MM/YYYY** |

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| Description of Work | Quantity | Unit Price | Amount |
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|  |  | Subtotal |  |
|  |  | VAT |  |
|  |  | Total |  |
|  |  | Amount Paid |  |
|  |  | Balance Due |  |

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| --- | --- | --- | --- |
| |  | | --- | | Payment Terms  To be made payable to: **Your Company Name**  Account:**XXXXXXXX** Sort Code:**XX-XX-XX**  Thank you for your business. We do expect payment within 14 days, so please process this invoice within that time. There will be a 1.5% interest charge per month on late invoices. | | **Your Company Name**  **Your Company Phone Number**  **Your Company Email**  **Your Company Address**  VAT NO: **XXXXXXXX** | |  |