|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  |  |  | **DATE** |
|  |  |  |  |  | **DD/MM/YY** |
|  |  |  |  |  | **DUE DATE** |
|  |  |  |  |  | **DD/MM/YY** |
|  |  |  |  |  | **INVOICE NO.** |
|  | |  |  |  |  |  | **#XXXXXX** |
|  | |  |  | | | | |
| **Your Company Name** | |  | **BILL TO** | | | | |
| **Your Address Line 1** | |  | **Contact Name** | | | | |
| **Your Address Line 2** | |  | **Company Name** | | | | |
| **Your Address Line 3** | |  | **Company Address** | | | | |
| **Your Email** | |  |  |  |  |  |  |
| **Your Phone Number** | |  | **DESCRIPTION** | | **QTY** | **UNIT PRICE** | **TOTAL** |
|  | |  |  | |  |  | £0.00 |
|  | |  |  | |  |  | £0.00 |
|  | |  |  | |  |  | £0.00 |
|  | |  |  | |  |  | £0.00 |
|  | |  |  | |  |  | £0.00 |
|  | |  |  | |  |  | £0.00 |
|  | |  |  | |  |  | £0.00 |
|  | |  |  | |  |  | £0.00 |
|  | |  |  | |  |  |  |
|  | |  |  | |  | **SUBTOTAL** | £0.00 |
|  | |  |  | |  | **VAT** | £0.00 |
|  | |  |  | |  | **TOTAL PAID** | £0.00 |
|  | |  |  | |  | **BALANCE DUE** | **£0.00** |
|  | |  |  | |  |  |  |
| Terms and conditions of payment:  Thank you for your business. We do expect payment within **X** days, so please process this invoice within that time. There will be a **X.X%** interest charge per month on late invoices.  To be made payable to: **Your Company Name**  Account: **XXXXXXXX** Sort Code: **XX-XX-XX** | | | | | | | |
|
|
|