|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  | **Your Company Name** | |  |  |  | |  |
|  | **Your Company Address** | | |  |  |
|  | **Your Email Address** | | |  |  |
|  | **Your Phone Number** | | |  |  |
|  | **Invoice Number: #XXXXXXXX** | | |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **BILL TO** |  |  | |  |  |  |
|  | **Contact Name** |  |  | | **Invoice Date:** | **DD/MM/YY** |  |
|  | **Company Name** |  |  | | **Due Date:** | **DD/MM/YY** |  |
|  | **Company Address** |  |  | |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **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 & Instructions** |  |  |  |  |  |  |
|  | 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 | | | | | |  |
|  |  |  |  |  |  |  |  |