

INVOICE

Your company name
Your address
Your contact details

Invoice Date:

Invoice No:

To:

Electronic Payment Details

XXXXXX Limited – A/C No. xxxxxx– Sort Code: xx xx xx

Thank you for your business.

SERVICES		Amount
Date	Details	£
	VAT @ 20%	_____
	Total	_____

EXPENSES		Amount
Date	Details	£
	VAT @ 20%	_____
	Total	=====

INVOICE TOTAL

Contract work plus expenses detailed
above. Amount due:

£XXXX

PAYMENT TERMS

Total due amount should be paid within 14 days from the date of this
invoice by bank transfer to account details above.

(Co name) registered in England No xxxxxxxx
VAT Reg No xxxxxxxx