

[Your Business Name]

[Address line 1] · [Town/City] · [Postcode]
[Phone] · [Email] · [VAT/Tax number if registered]

INVOICE

Invoice number [INV-0001]
Date [Date]
Payment due [Date + 14 days]

To: [Customer name]
[Customer address]
[Site address, if different]

Description	Qty	Unit price	Total
Excavate and pour foundations			
Blockwork to damp proof course			
Stud wall, supply labour and materials			
Skip hire and waste removal			
Making good and finishing			
Subtotal			
VAT at [20]%			
Total			

Terms
Payment is due within 14 days of the invoice date. Bank transfer to: [Account name] | Sort code: [00-00-00] | Account number: [00000000]. Please use the invoice number as the payment reference.