

[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
Supply and lay turf, per m2			
Supply and lay patio paving			
Supply and erect fence panels			
Garden clearance and waste removal			
Topsoil and planting scheme			
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.