INVOICE

[Your business name]
[Address line 1]
[Address line 2, Postcode]
[email@example.com] · [07xxx xxxxxx]

Invoice no.	[0001]
Date	[DD/MM/YYYY]
Due	[DD/MM/YYYY]

Bill to
[Client name]
[Client company]
[Client address, Postcode]

Description	Qty	Unit price (£)	Amount (£)
[Work carried out / product supplied]	1	0.00	0.00

Subtotal	£0.00
VAT (20%)	£0.00
Total due	**£0.00**

Payment details
Bank: [Bank name]   Account name: [Name]
Sort code: [00-00-00]   Account number: [00000000]
Reference: invoice number

Terms: payment due within 14 days of invoice date. If VAT-registered, add your VAT number: [GB000000000].