YOUR COMPANY NAME

YOUR ADDRESS

YOUR CONTACT DETAILS

INVOICE DATE:

INVOICE NO:

TO:

|  |
| --- |
| ELECTRONIC PAYMENT DETAILS |
| XXXXX LIMITED – A/C NO. XXXXX – SORT CODE: XXXXXTHANK YOU FOR YOUR BUSINESS |

|  |  |  |
| --- | --- | --- |
|  | SERVICES | AMOUNT $ |
| DATE | DETAILS |  |
|  | VAT @20% |  |
| TOTAL |  |

|  |  |  |
| --- | --- | --- |
|  | EXPENSES | AMOUNT$ |
|  |  |  |
|  | VAT @20% |  |
| TOTAL |  |

|  |
| --- |
| INVOICE TOTAL |
| CONTRACT WORK PLUS EXPENSES DETAILED ABOVE. |
|  | AMOUNT DUE: | $XXXXX |

|  |
| --- |
| 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 XXXXXX

VAT REG NO XXXXX