YOUR COMPANY NAME

YOUR ADDRESS

YOUR CONTACT DETAILS

INVOICE DATE:

INVOICE NO:

TO:

|  |
| --- |
| ELECTRONIC PAYMENT DETAILS |
| XXXXX LIMITED – A/C NO. XXXXX – SORT CODE: XXXXX  THANK 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