

(Your Logo)

Invoice

Company Registration Number: 00000000

VAT Registration Number: 00000000

Date: Enter Here

Company (You Are Invoicing)

Reporting to (Name of individual you deal with)

Invoice No. Invoice number

Task: Explanation of task completed (task, time period, fee)

Explanation of Work Completed	£500.00
VAT (20%)	£100.00
Amount Due	£600.00

Sort Code – 00000 Account Number – 00000000

Payment Terms – 7 days of invoice date