

INVOICE

[Customer Name]
[Customer Address 1]
[Customer Address 2]
[Customer Town]
[Customer City]
[Customer Postcode]

Invoice Date:
1st May 2010
Invoice Number:
INV-0001
VAT Number:
GB12345678

[Your Company Name]
[Address 1]
[Address 2]
[City]
[Town]
[Postcode]

Description	Quantity	Price	Amount
Service One	1	100.00	100.00
Service Two (Hours)	3	40.00	120.00
		Subtotal	220.00
		Discount	5.00
		TOTAL	215.00

Due Date: 1st June 2010

Electronic Payments: Your Bank Name, Account: 12345678, Sort Code: 12-34-56
Please remit to: Your Business Address, [City], [Town], [Postcode]
Please make cheques payable to [Your Company Name]

Thank you for your custom

PAYMENT ADVICE

To: [Your Company Name]
[Address 1]
[Address 2]
[City]
[Town]
[Postcode]

Customer:
Invoice #:
Amount Due:
Due Date:
Amount Enclosed:

[Customer Name]
1234
123.00
1st June 2010