

(Your Logo)

(Your Web Address)

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INVOICE

(Customer Name)
(Customer Address 1)
(Customer Address 2)
(Customer Town)
(Customer City)
(Customer Postcode)

Invoice 45678
1st May 2010

Invoice Number:
INV-0001

VAT Number:
GB123456789

(Your Company Name)
(Address 1)
(Address 2)
(City)
(Town)
(Postcode)

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

Due Date: 1st June 2010

Please make cheque payable to (Your Company Name)
Please send to (Your Business Address), (City), (Town), (Postcode)
Electronic Payments (Your Bank Name, Account 123456789, Sort Code 12-34-56)

Thank you for your custom

PAYMENT ADVICE

To: (Your Company Name)
(Address 1)
(Address 2)
(City)
(Town)
(Postcode)

Customer:
Invoice #: 45678
Amount paid:
Due Date:

Amount Enclosed

(Customer Name)
1234
456789
1st June 2010
