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# 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
<b>TOTAL</b>			<b>215.00</b>

## Due Date: 1st June 2010

Please make cheques payable to [Your Company Name]

Please remit to: [Your Business Address], [City], [Town], [Postcode]

Electronic Payments: [Your Bank Name], Account: 1123456781, Sort Code: 112-34-561

*Thank you for your custom*

## PAYMENT ADVICE

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

Customer: [Customer Name]  
Invoice #: 1234  
Amount Due: £115.00  
Due Date: 1st June 2010

Amount Enclosed: \_\_\_\_\_