

[Your Logo]

[Your Web Address]

YOUR BEST FRIENDS NOW (ISSUED FREE OF CHARGE FROM 001234567890.COM)

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

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: 215.00
Due Date: 1st June 2010

Amount Enclosed: _____