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Send us invoices (download free software from www.gorapher.com)

INVOICE

your company name
(Customer Address 1)
(Customer Address 2)
(Customer Town)
(Customer City)
(Customer Postcode)

INVOICE LINE:

1st May 2010

INVOICE NUMBER:

154-0800

VAT NUMBER:

GB123456789

(Your Company Name)

Business 12

London 21

UK W1

(Phone)

(postcode)

Description	Quantity	Price	Amount
Service One	1	100.00	100.00
Service Two (Hours)	5	30.00	150.00
Subtotal			250.00
Vat (20%)			50.00
TOTAL			300.00

Due Date: 1st June 2010

Please make cheques payable to (Your Company Name)

Invoice number prior to name account, please, please, please

Business Payments: Your Bank Name, Account: 123456789, Sort Code: 12345678

Thank you for your custom

PAYMENT ADVICE

to: your company name
INVOICE NO:
(Invoice A)
1001
(Town)
(Postcode)

CUSTOMER:
SERVICE B:
VAT NUMBER:
Due Date:
AMOUNT RECEIVED:

(Customer Name)
1234
Address:
Business 1234