***Your Business Name and Address here***

Your Telephone Number Here

Your E-mail Address here

Invoice to:

[Name and address of whom you are invoicing]

*Invoice number*: 00000

*Date*: Put Here

*Description* *Amount*

Description of the service / product £700.00

***Invoice total:* £700.00**

*Please pay by bank transfer - [name of account], [bank name], [sort code], [account number], reference = invoice number. Payment to be received by [date, or within certain number of days]. Not registered for VAT.*