[Your Logo]   [Your Web Address]

INVOICE

Invoice Date: [Your Company Name]
1st May 2010   [Address 1]
                                               [Address 2]
[Customer Name]   [City]
[Customer Address 1]   **Invoice Number:**   [Town]
[Customer Address 2]   INV-0001   [Postcode]
[Customer Town]
[Customer City]   **VAT Number:**
[Customer Postcode]   GB12345678

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: [12345678]. Sort Code: [12-34-56]

Thank you for your custom

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PAYMENT ADVICE

To:	[Your Company Name]	Customer:	[Customer Name]
	[Address 1]	Invoice #:	1234
	[Address 2]	Amount Due:	215.00
	[City]	Due Date:	1st June 2010
	[Town]		
	[Postcode]	Amount Enclosed:	_____