**Your Company Name**

Address  
City, Postcode

Tel: +4470000000000

**Sender**

**Customer’s Company Name**

Address  
City, Postcode

Tel: +4470000000000

**Recipient**

**Client Number**

Client\_1

**Due Date**

29.06.2021

**Client Reference**

A00342

**Invoice Number**

12345

**Invoice Date**

29.05.2021

**Additional information**

To add a new line to the table below, hover your cursor over the area bottom left of “example work” and click on the plus icon which appears.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | | | **Qty** | **Unit** | **Price** | **Total** |
| Example product | | | 1 | pcs | £ 1 | £ 1 |
| Example work | | | 1 | h | £ 1 | £ 1 |
| Example work | | | 1 | h | £ 1 | £ 1 |
| Example work | | | 1 | h | £ 1 | £ 1 |
|  |  |  |  | **Sub Total** | | **£ 4** |
|  |  |  |  |  | |  |
|  |  |  |  | **Total Due** | | **£ 4** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Instructions** | |  |
| [How to fill out this template](https://www.zervant.com/en/invoice-templates/?utm_source=Template&utm_medium=Instructions_link&utm_campaign=Word&utm_content=Invoice_template&utm_term=EN) | | |
|  |  |  |
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|  |  |  |

[A screenshot of a cell phone

Description automatically generated](https://secure.zervant.com/login/signup/en?utm_source=Template&&utm_medium=Signup_link&&utm_campaign=Word&&utm_content=Invoice_template&&utm_term=EN)