**Your Company Name**

*Address line 1*

*Address line 2*

*City, Postcode*

*Phone: 1234 567 890*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Invoice Date: | 18/03/2021 |  |
|  | Invoice Number: | 1234 |  |
|  | Client Reference: |  |  |
|  | Purchase Order: |  |  |
|  | **DUE DATE:** | 18/03/2021 |  |
|  |  |  |  |

**To**

**Customer Company**

*Customer Name*

*Address line*

*City, Postcode*

**Additional information**

Add any additional instructions or terms here

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Qty** | **Unit** | **Unit Price** | **Total** |
| Example product | 5 | pcs | £ 10 | £ 300,00 |
| Example work | 10 | h | £ 1 | £ 1 050,00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **Sub Total** | **£ 1 350,00** |
|  |  | **Total amount due** | | **£ 1 620,00** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Instructions | |  |
| [Invoice Template - Instructions](https://www.zervant.com/en/news/free-uk-invoice-templates/?utm_source=Template&utm_medium=Instructions_link&utm_campaign=Word&utm_content=Invoice_template&utm_term=EN) | | |
|  |  |  |
| More tools from Zervant | |  |
| [Super simple invoicing](https://www.zervant.com/en/?utm_source=Template&utm_medium=Home_link&utm_campaign=Word&utm_content=Invoice_template&utm_term=EN)  [Stacks of other free templates (on our BLOG !)](https://www.zervant.com/en/news/category/free-tools-and-templates/?utm_source=Template&utm_medium=OtherTemplatePromotion_link&utm_campaign=Word&utm_content=Invoice_template&utm_term=EN) | | |
|  |  |  |

[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)