**Your Company Name**

*Address line 1*

*Address line 2*

*City, Postcode*

*Phone: 1234 567 890*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Invoice Date: |  |  |
|  | Invoice Number: | 1234 |  |
|  | Client Reference: |  |  |
|  | Purchase Order: |  |  |
|  | **DUE DATE:** | 3/2/2022 |  |
|  |  |  |  |

**To**

**Customer Company**

*Customer Name*

*Address line*

*City, Postcode*

**Additional information**

Add any additional instructions or terms here

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Qty** | **Unit** | **Unit Price** | **VAT %** | **VAT** | **Total** |
| Example product | 5 | pcs | £ 60 | 20% | £ 60,00 | £ 300,00 |
| Example work | 10 | h | £ 105 | 20% | £ 210,00 | £ 1 050,00 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **Sub Total** | | **£ 1 350,00** |
|  |  |  |  | **Total VAT** | | **£ 270,00** |
|  |  |  |  | **Total amount due** | | **£ 1 620,00** |