INVOICE

SOLE TRADER

Name _____

Trading name _____

Business address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Date of supply _____

Payment terms _____

Due date _____

Currency _____

VAT registration no. _____

BILL TO (CUSTOMER)

Customer _____ Email _____

Address _____

WORK

Item	Details	Qty	Unit	Rate	Amount

Work subtotal

HOW TO PAY

Accepted methods _____

Account name _____

Sort code and account no. _____

Payment reference _____

Subtotal

VAT, if VAT-registered (_____%)

Amount due

NOTES

_____

_____

Please quote the invoice number with your payment.