|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Business Logo Here | |  |  |  |
| **Your Trading Name Here** |  | **INVOICE** |
| Your Street Address Here |  | Invoice Number: |
| Your City Here |  |  |
| Your Postcode Here |  | Invoice Date: |
| Proprietor /Partners: |  | Your Phone # Here |  |  |
| Your Fax # Here |  | VAT Number: |
| Your Email address Here |  |  |

|  |  |
| --- | --- |
| **Customer Address:** | |
| Name: |  |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |

|  |  |
| --- | --- |
| **Work Commence Date:** |  |
| **Work Completion Date:** |  |

Job details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qty** | **Work Description** | **VAT Rate** | **Unit Price** | **Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Subtotal: |  |
|  |  |  | VAT @ 20%: |  |
|  |  |  | **Grand Total:** |  |
|  |  |  | **Deposit Paid:** |  |
|  |  |  | **Total Outstanding:** |  |

|  |
| --- |
| **Payment terms:** |
| Payment within 30 days payable via [INSERT PAYMENT METHODS AND ANY APPLICABLE FEES] |

**Additional Information:** Events, Conditions of Sale, Warranty/guarantee Information or other policies can be mentioned here.