

INVOICE

[Your business name]

[Street address, town, postal code]

[Phone] · [Email]

VAT no.: [Only if you are registered for VAT]

Invoice no.: [INV-0001]

Date: [DD Month YYYY]

Due date: [DD Month YYYY]

BILL TO

[Client name or company]

[Client address]

VAT no.: [If your client is registered for VAT]

[illegible]

BANKING DETAILS

Bank: [Bank name]

Account holder: [Name]

Account number: [Number]

Branch code: [Code]

Payment reference: [Invoice number]

NOTES

[Payment terms, for example: Payment due within 30 days of the invoice date.]