

INVOICE TEMPLATE (UK)

Invoice number	[INV-001]	Invoice date	[DD/MM/YYYY]
Due date	[DD/MM/YYYY]	Payment terms	[e.g., Due in 7/14/30 days]
Project/Service	[Project Name / Service Description]	Currency	GBP (£)
Purchase order (optional)	[PO Number]	Reference (optional)	[Reference]

From (Supplier)	Bill To (Client)
Business name: [Your Business Name] Name: [Your Name] Address: [Your Address] Email: [Email] Phone: [Phone] Website: [Website] (optional) Company reg: [If applicable] VAT number: [If applicable]	Client name/company: [Client Name] Address: [Client Address] Email: [Client Email] (optional) Attention (optional): [Contact person]

Item/Service Description	Qty	Rate (£)	Line total (£)	Notes (optional)
[Description]	[]	[]	[]	[]
[Description]	[]	[]	[]	[]
[Description]	[]	[]	[]	[]
[Description]	[]	[]	[]	[]
(Add/remove rows as needed)				

Subtotal	£[]
Discount (optional)	-£[]
VAT (if applicable)	£[]
TOTAL DUE	£[]

PAYMENT DETAILS

Account name	[Account Name]
Sort code	[00-00-00]
Account number	[00000000]
Payment reference	[INV-001]

Notes (optional):

- Thank you for your business.
- Please include the invoice number as the payment reference.