**INVOICE**

|  |  |
| --- | --- |
| Invoice Number: | ABC001 |
|  |  |
| Invoice Date: | dd/mm/yyyy |
| Payment Terms: | Mention your terms here |
| Due Date: | dd/mm/yyyy |

**Invoice To:**

Company name

Company address

|  |  |
| --- | --- |
| Description of Services | Amount |
| Clearly describe the services your company rendered to its client and its cost | £xxx |
| Additional Charges |  |
| Mention which additional charges are applicable and their cost (if applicable) | £xxx (if applicable) |
| VAT |  |
| VAT applicable at xx% | £xxx (VAT amount) |
| Total Amount (excluding VAT) | £xxx (Service Fee + Add. Charges (if applicable) |
| Total Amount (including VAT) | £xxx (Service Fee + Add. Charges (if applicable) + VAT |

**Payment instructions:**

Mention your payment terms here in bullet points

**Bank Details**

Bank Name

Account Number

Sort Code