

COMPANY LOGO (IF ANY)
YOUR LTD COMPANY NAME, COMPANY NUMBER, REGISTERED OFFICE ADDRESS & VAT REGISTRATION
NUMBER (IF APPLICABLE)

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