

[Your Name]

[Your Profession/Title]

[Your Address]

[Your Email]

[Your Phone]

INVOICE

Invoice No: [INV-0001]

Date: [DD/MM/YYYY]

Due Date: [DD/MM/YYYY]

BILL TO

[Client Name / Company]

[Client Address]

[Client Email]

PROJECT DETAILS

[Project Name]

[Project Reference]

Description	Qty/Hrs	Rate (£)	Amount (£)
[Work description]	[X]	[XX.XX]	[XXX.XX]
[Work description]	[X]	[XX.XX]	[XXX.XX]
Subtotal:			£0.00
Total:			£0.00

Payment Information

Please pay by bank transfer to:

Bank: [Your Bank Name]

Account Name: [Your Name]

Sort Code: [XX-XX-XX]

Account Number: [XXXXXXXXXX]

Please use invoice number as payment reference