Invoice template downloaded free of charge from goingfreelance.com

|  |  |  |
| --- | --- | --- |
| INVOICE[Customer Name][Customer Address 1][Customer Address 2][Customer Town][Customer City][Customer Postcode] | Invoice Date: 1st May 2010Invoice Number:INV-0001VAT Number: GB12345678 | [Your Company Name][Address 1][Address 2][City][Town][Postcode] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Quantity** |  | **Price**  | **Amount** |
| Service One | 1 |  | 100.00 | 100.00 |
| Service Two (Hours) | 3 |  | 40.00 | 120.00 |
|  | Subtotal | 220.00 |
|  | Discount  | 5.00 |
|  | **TOTAL** | **215.00** |

**Due Date: 1st June 2010**

Please make cheques payable to [Your Company Name]
Please remit to: [Your Business Address], [City], [Town], [Postcode]
Electronic Payments: [Your Bank Name], Account: [12345678], Sort Code: [12-34-56]

*Thank you for your custom*

PAYMENT ADVICE

|  |  |
| --- | --- |
| To: [Your Company Name] [Address 1] [Address 2] [City] [Town] [Postcode] | Customer: [Customer Name]Invoice #: 1234Amount Due: 215.00Due Date: 1st June 2010Amount Enclosed:  |