[Your Logo]   [Your Web Address]

INVOICE

[Customer Name]
[Customer Address 1]
[Customer Address 2]
[Customer Town]
[Customer City]
[Customer Postcode]

Invoice Date:
1st May 2010

Invoice Number:
INV-0001

VAT 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 #:   1234
Amount Due: 215.00
Due Date: 1st June 2010

Amount Enclosed: _____

[Your Company Name], [Registered Address], [Company Number]   [Your Email]