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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