

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: _____