Invoice

Your business name

Your name, if you trade as yourself
Address line 1
Town and postcode
Phone
Email

Bill to
Customer name
Address line 1
Town
Postcode

Property: the garden's address, if different

Invoice number	Invoice date	Date of the work	Due date
INV-0001	**DD/MM/YYYY**	**DD/MM/YYYY**	**DD/MM/YYYY**

Garden maintenance

A short description of the job, such as “Fortnightly maintenance visit”.

Description	Quantity	Unit price	Amount
Lawn mowing, front and back, edged and strimmed, 7 May	1	£45.00	£45.00
Border weeding	1	£20.00	£20.00
Green waste taken away	1	£10.00	£10.00

Subtotal	£75.00
Total due	**£75.00**

No VAT is charged: this business is not VAT registered.

How to pay

Bank transfer, quoting the invoice number as the reference.

Account name	**Your account name**
Sort code	**00-00-00**
Account number	**00000000**
Reference	**INV-0001**

Terms

Payment is due within 14 days of the invoice date. Please pay by bank transfer, quoting the invoice number. Thank you for your business.

If you are VAT registered, add your VAT number here and a VAT column to the lines, show the VAT rate and the VAT amount, and show the total including VAT.

Free template from tradesender.co.uk. Edit it to suit your business.