**[Your name, and your business name if you use one]**
[Street and number]
[Town or city]
[Postcode]
[Email]
[Phone, optional]

**[Client's name, or company name as registered]**
[Street and number]
[Town or city]
[Postcode]

| | |
|---|---|
| Invoice number | [2026-001] |
| Invoice date | [1 November 2026] |
| Service period | [1 October 2026] to [31 October 2026] |
| Due date | [1 November 2026] |

# Invoice [2026-001]

| No. | Description | Quantity | Unit | Unit price | Amount (GBP) |
|---|---|---|---|---|---|
| | [What you did, e.g. Web design, October] | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**Total** _____ **GBP**

[Payment due within 30 days.] [Optional, business clients only: Late payments may incur interest under the Late Payment of Commercial Debts (Interest) Act 1998.]

[Bank transfer to: account name, sort code, account number]

Company number: [Company number, limited companies only]

Template from clockaroo.com/templates/invoice-template-uk