[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 (tax point)	[1 November 2026]
Supply date	[Date of the work]
Due date	[1 November 2026]

Invoice [2026-001]

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

Net total		GBP
VAT 20% on		GBP
VAT 5% on		GBP
VAT 0% on		GBP
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]

VAT registration number: [GB123456789]
Company number: [Company number, limited companies only]

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