**[Your Name or Business Name]** [Your Address] [City, Postcode] [Phone Number] [Email Address] [VAT Number (if applicable)] [Your Logo]

**[Client’s Name]** [Client’s Business Name] [Client’s Address] [City, Postcode]

**Invoice Number:** 001 **Invoice Date:** 01/09/2024 **Due Date:** 30/09/2024

**Description of Services:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Hours/Units** | **Rate** | **Total** |
| Web Design Services | 20 | £50 | £1,000 |
| Content Writing | 10 | £40 | £400 |
| Subtotal |  |  | £1,400 |
| VAT (20%) |  |  | £280 |
| **Total Amount Due** |  |  | **£1,680** |

**Payment Terms:** Please make the payment by XX/XX/XXXX. Preferred payment method is bank transfer.

**Bank Details:**

* Account Name: [Your Account Name]
* Account Number: [Your Account Number]
* Sort Code: [Your Sort Code]
* IBAN: [Your IBAN]
* BIC/SWIFT: [Your BIC/SWIFT]

**Late Payment Policy:** A late fee of 2% per month will be applied to overdue invoices.

**Notes:** Thank you for your business! If you have any questions regarding this invoice, please contact us at [Your Email Address].

Company number (if applicable)

Registered office (if applicable)

Directors (if applicable, there is no legal requirement to list the company’s directors but if you choose to, you must include all of them)