Your logo

BUSINESS NAME

ADDRESS

PHONE AND EMAIL

WEBSITE

Invoice

INVOICE NO.

INVOICE DATE

WORK DONE ON

PAYMENT DUE

QUOTE REF.

BILL TO

NAME

ADDRESS

PHONE AND EMAIL

JOB ADDRESS

ADDRESS (IF DIFFERENT)

ACCESS NOTES

CONTACT ON THE DAY

WORK AND MATERIALS

#	DESCRIPTION	QTY	UNIT PRICE	VAT RATE	AMOUNT (EXCL. VAT)

VAT

☐ VAT registered. VAT reg. no. _____

☐ Not VAT registered, so no VAT is charged.

☐ Reverse charge: customer to pay the VAT to HMRC. VAT due under the reverse charge: £_____ (not included in the total).

CIS (SUBCONTRACTORS ONLY)

Labour subject to CIS £_____ · CIS deducted at _____ % £_____

Net total (excl. VAT)	£
VAT	£
Total	£
Less deposit and payments received	£
	£
Balance due	**£**

HOW TO PAY

ACCOUNT NAME

SORT CODE

ACCOUNT NUMBER

REFERENCE: YOUR INVOICE NUMBER

NOTES

Business customers: we may claim statutory interest and compensation on late payment under the Late Payment of Commercial Debts (Interest) Act 1998.

Thank you for your business.