Worked example - a fictional business. Replace every detail with your own.

Itemised invoice

Goods supplied to Anytown Allotment Society

Sold by	Hillside Garden Supplies	**Sold to**	Anytown Allotment Society
Address	21 Example Road, Anytown AB1 2CD	**Deliver to**	Plot office, 8 Sample Lane, Anytown AB5 6GH
Email / phone	orders@example.co.uk	**Contact**	Jo Bennett, Treasurer

Invoice number	INV-1087	**Invoice date**	16/11/2026
Order number	ORD-5520	**Payment due**	30/11/2026

Code	Item	Qty	Unit price	Line total
POT-30	Terracotta pot, 30 cm	6	£9.50	£57.00
CMP-40	Peat-free compost, 40 litre bag	10	£6.20	£62.00
TRW-01	Hand trowel	4	£7.75	£31.00
SDS-12	Sunflower seed packet	25	£1.20	£30.00

Subtotal	£180.00
Delivery	£12.50
VAT (if charged)	£0.00
Total due	**£192.50**

Payment details and notes

Example Bank - Hillside Garden Supplies - sort code 00-00-00 - account 00000000. Quote INV-1087. Goods delivered 16/11/2026.

How to use this template

Use this invoice when you sell products and the customer needs to see each item, how many they bought and the price of one.

1. **Fill in both parties.** Put the seller on the left and the buyer on the right. Add a separate delivery address if it differs.
2. **Add one line per product.** Use your product code if you have one, then the name, quantity and price for one item.
3. **Work out each line total.** Multiply the quantity by the unit price, then add the lines for the subtotal.
4. **Add delivery and any VAT.** Only add VAT if your business is VAT registered. If you are unsure, check GOV.UK or ask an accountant.
5. **Add payment details.** Include the due date, your bank details and the invoice number as the payment reference.

This template is not tax advice. Check GOV.UK for what an invoice needs to include.