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

Invoice

No. 0007

From	Marlow Cleaning Services, 9 Example Lane, Anytown AB1 2CD
To	Mrs R. Patel, 15 Sample Gardens, Anytown AB3 4EF
Date	20/11/2026
Pay by	04/12/2026

Description	Amount
Deep clean of three-bedroom house	£120.00
Oven clean	£35.00
Window cleaning, inside only	£25.00

Total due	£180.00

Pay to
Marlow Cleaning Services - Example Bank - 00-00-00 - 00000000 - ref 0007