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

Hourly services invoice

Billing period: 2 - 6 November 2026

From	Brightwater Web Support	**Client**	Northgate Community Garden Group
Email / phone	hello@example.co.uk	**Client contact**	Priya Shah, Chair
Invoice number	BWS-0031	**Project**	Website upkeep, November
Invoice date	06/11/2026	**Payment due**	20/11/2026

Date	Work done	Hours	Rate per hour	Amount
03/11/2026	Update opening hours and events pages	1.50	£45.00	£67.50
04/11/2026	Fix contact form and test emails	2.25	£45.00	£101.25
05/11/2026	Monthly software updates and backup check	1.00	£45.00	£45.00
06/11/2026	Training session for volunteers	3.00	£45.00	£135.00

Total hours	7.75
Subtotal	£348.75
VAT (if charged)	£0.00
Total due	**£348.75**

How to pay
Example Bank - Brightwater Web Support - sort code 00-00-00 - account 00000000. Quote BWS-0031 as the reference.

Hours are recorded to the nearest quarter hour.

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How to use this template

Use this invoice when you charge by the hour, such as consultancy, tutoring, design or maintenance work.

1. **Agree the rate first.** Write down the hourly rate with your client before you start so the invoice holds no surprises.
2. **Log each session.** Record the date, what you did and the hours as you go, not at the end of the month.
3. **Multiply hours by rate.** Work out each line, then add the lines and the hours to get the subtotal and total hours.
4. **Add VAT only if it applies.** If you are unsure, check GOV.UK or ask an accountant.
5. **Send it with payment details.** Give the due date and your bank details, and keep a copy.

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