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

Paid invoice

Paid in full - thank you

Status
PAID IN FULL on 18/11/2026

From	Oakfield Tuition	**Billed to**	Mr and Mrs Walker
Address	2 Example Avenue, Anytown AB1 2CD	**Student**	Ben Walker
Invoice number	OT-0112	**Invoice date**	02/11/2026

Description	Qty	Amount
Maths tuition, one hour (weekly, Nov 2026)	4	£140.00
Printed revision pack	1	£12.00

Total	£152.00
Amount paid	£152.00
Balance due	**£0.00**

Date paid	18/11/2026	**Payment method**	Bank transfer
Payment reference	OT-0112	**Received by**	Oakfield Tuition

Keep this paid invoice as your record of payment.

How to use this template

Use this version once a customer has paid. It shows the same items as the original invoice, plus what was paid, when and how, with a balance of zero.

1. **Copy the original invoice.** Use the same invoice number, date and items so the two documents match.
2. **Record the payment.** Fill in the date, the amount and the method, such as bank transfer or cash.
3. **Show the balance.** Total less amount paid. If it is not zero, write the amount still owed and tick Part paid.
4. **Send it and keep a copy.** Give the customer the paid invoice and file yours with your records.

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