Worked example - a fictional business and made-up figures. Replace every detail with your own.

Invoice with VAT fields

Invoice no. SL-2209

Supplier	Sample Lighting Ltd	**Customer**	Riverside Community Cafe
Supplier address	5 Example Park, Anytown AB1 2CD	**Customer address**	4 Sample Road, Anytown AB3 4EF
Supplier VAT number	GB 000 0000 00	**Customer VAT number**	Not supplied

Invoice number	SL-2209	**Invoice date**	12/11/2026
Date of supply	10/11/2026	**Payment due**	12/12/2026

Description	Qty	Unit price (excl. VAT)	Net amount
Pendant light fitting, brushed brass	4	£62.50	£250.00
Fitting kit and bulbs	4	£12.50	£50.00
Installation, one visit	1	£100.00	£100.00

Total excluding VAT	£400.00
VAT amount	£80.00
Total including VAT	**£480.00**

VAT notes
Figures are made up for illustration. Use the rate that applies to your own supplies.

Payment details
Example Bank - Sample Lighting Ltd - sort code 00-00-00 - account 00000000. Quote SL-2209.

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How to use this template

Use this invoice if your business is VAT registered and you need space for a VAT number and VAT amounts. It does not tell you whether to charge VAT or at what rate.

1. **Add your VAT number.** Write it in the supplier VAT number box. Leave the box empty if you are not VAT registered.
2. **List prices without VAT.** The columns show the price before VAT so the VAT amount can be shown separately.
3. **Fill in the totals.** Enter the total before VAT, the VAT amount and the total including VAT.
4. **Check the rules for your case.** What a VAT invoice must show depends on your supplies. Check GOV.UK or ask an accountant.

This template is not tax advice. Check GOV.UK for what a VAT invoice must show.