Invoice

From (your business)		**Bill to**	
Address		**Address**	
Email / phone		**Contact**	
VAT number (if registered)		**Purchase order no.**	

Invoice number		**Invoice date**	
Supply date		**Payment due**	

Description	Qty	Unit price	Amount

Subtotal	
VAT (if charged)	
Total due	

Payment details
Bank name, account name, sort code and account number. Quote the invoice number as the reference.

Thank you for your business. If you are VAT registered, check what a VAT invoice must show on GOV.UK.