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

Invoice

From (your business)	Willow Lane Studio	**Bill to**	Riverside Community Cafe
Address	12 Example Street, Anytown AB1 2CD	**Address**	4 Sample Road, Anytown AB3 4EF
Email / phone	hello@example.co.uk	**Contact**	Sam Taylor, Manager
VAT number (if registered)	Not VAT registered	**Purchase order no.**	PO-118

Invoice number	INV-0042	**Invoice date**	14/11/2026
Supply date	03/11/2026 - 07/11/2026	**Payment due**	28/11/2026 (14 days)

Description	Qty	Unit price	Amount
Menu board design - autumn range	1	£180.00	£180.00
A3 poster printing (pack of 10)	2	£24.50	£49.00
Table talker cards, A6, double-sided	50	£0.60	£30.00
Delivery to cafe	1	£8.00	£8.00

Subtotal	£267.00
VAT (if charged)	£0.00
Total due	**£267.00**

Payment details
Example Bank - Willow Lane Studio - sort code 00-00-00 - account 00000000. Please quote INV-0042 as the reference.

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

How to use this template

Use this invoice to ask a customer for payment for goods or work you have supplied. Fill it in on screen or print it and write by hand.

1. **Add your details.** Your business name, address and contact details go at the top left, the customer's on the right.
2. **Number every invoice.** Use a number that never repeats, for example INV-0001, INV-0002, and keep a copy of each one.
3. **List what you supplied.** One line per item or job, with the quantity, unit price and amount.
4. **Add up the totals.** Only add VAT if your business is VAT registered. If you are unsure, check HMRC guidance or ask an accountant.
5. **Say how to pay.** Give your bank details and the date payment is due, and send the invoice promptly.

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