Invoice template downloaded free of charge from goingfreelance.com

|  |  |  |
| --- | --- | --- |
| INVOICE  [Customer Name] [Customer Address 1] [Customer Address 2] [Customer Town] [Customer City] [Customer Postcode] | Invoice Date:  1st May 2010  Invoice Number:  INV-0001  VAT Number:  GB12345678 | [Your Company Name]  [Address 1]  [Address 2]  [City]  [Town]  [Postcode] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Quantity** |  | | **Price** | **Amount** |
| Service One | 1 |  | | 100.00 | 100.00 |
| Service Two (Hours) | 3 |  | | 40.00 | 120.00 |
|  | | | Subtotal | | 220.00 |
|  | | | Discount | | 5.00 |
|  | | | **TOTAL** | | **215.00** |

**Due Date: 1st June 2010**

Please make cheques payable to [Your Company Name]  
Please remit to: [Your Business Address], [City], [Town], [Postcode]  
Electronic Payments: [Your Bank Name], Account: [12345678], Sort Code: [12-34-56]

*Thank you for your custom*

PAYMENT ADVICE

|  |  |
| --- | --- |
| To: [Your Company Name]  [Address 1]  [Address 2]  [City]  [Town]  [Postcode] | Customer: [Customer Name] Invoice #: 1234 Amount Due: 215.00 Due Date: 1st June 2010  Amount Enclosed: |