[Your name or business name]
[Your name, if you trade under a business name]
[Your address]
[Email or phone]

Invoice

Invoice number
Invoice date
Supply date

BILL TO
[Client name]
[Client address]

Description	Qty	Unit price	Amount
		Total due	**£**

PAYMENT TERMS
Please pay within 30 days of the invoice date.
[How to pay you, such as your bank details]

[If you trade under a business name: an address where legal documents can be delivered to you]