|  |
| --- |
|  |

|  |  |
| --- | --- |
| **YOUR COMPANY** | A black and white logo  Description automatically generated |
| 12 Example Avenue |
| Pontefract |
| WF8 4LS |
| hello@mac.com |
| 0712345678 |

|  |  |  |
| --- | --- | --- |
| **BILL TO** | **INVOICE** | |
| Client Name | Invoice No: | INV-0001 |
| 12 Example Avenue | Issue Date: | 01.01.2024 |
| City | Due Date: | 15.01.2024 |
| AB1 2CD |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price** | **Amount** |
| Item | 1 | 10,00 | £10,00 |
| Item | 2 | 10,00 | £20,00 |
| Item | 2 | 10,00 | £20,00 |

|  |  |
| --- | --- |
| **Subtotal** | **£50,00** |
| VAT (20%) | £10,00 |
| Discount | -£5,00 |
| **Total** | **£55,00** |

|  |
| --- |
| **PAY BY BANK TRANSFER** |
| Bank/Sort Code: 123456 |
| Account Number: 12345678 |
| Payment Reference: Customer 001 |
| Bank Name |
|  |
| **TERMS** |
| <Add payment instructions here> |
| <Add terms here, e.g: warranty, returns policy...> |