

INVOICE

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

Tax ID / VAT / GST no.: [000000]

Invoice No.: INV-0001

Invoice date: [DD/MM/YYYY]

Due date: [DD/MM/YYYY]

BILL TO

[Client Name]

[Company]

[Billing address]

Billing period: [DD/MM/YYYY] to [DD/MM/YYYY] **Project:** [Name]

[illegible]

TERMS & NOTES

Hours are billed in 15-minute increments. Detailed time logs available on request.

Payment terms: Net 14.

PAYMENT DETAILS

Bank: [Bank name] · Account name: [Your business] · Account no. / IBAN: [0000] · SWIFT / Sort code: [0000]

Or pay online: [payment link] · Reference: [invoice number]