VAT INVOICE

Invoice no.: INV-2026-001
Invoice date: [DD/MM/YYYY]
Tax point: [DD/MM/YYYY]

[Your business name]
[Street]
[Town]
[Postcode]
[Email] · [Phone]
VAT registration number: [number]

INVOICE TO

[Customer name]
[Company]
[Street]
[Town]
[Postcode]

Design services for [project]

VAT invoice for a freelancer or design studio. Amount = hours x rate excluding VAT. The example rate is 20%.

#	Description	Hours	Rate ex VAT	VAT rate	Net
1	Discovery and concept (example)	8	£85.00	20%	£680.00
2	Visual design (example)	16	£85.00	20%	£1,360.00

Total excluding VAT	£2,040.00
VAT at 20%	£408.00
Total VAT	£408.00
Total including VAT	**£2,448.00**

PAYMENT TERMS AND NOTES

Hours are the quantity. The rate is the price excluding VAT. The example uses 20%. Change the rate if the supply is reduced-rated or zero-rated.

Cash discount offered: [none, or the rate].

Payment within [14] days. Bank: [bank]. Sort code: [00-00-00]. Account: [number]. Please quote the invoice number. Payment terms are not an HMRC requirement.

Not tax advice. VAT rates and special cases are for your accountant or HMRC.

ISSUED BY

Name: _____ Date: _____