INVOICE

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

[Your business name]
[Street]
[Town]
[Postcode]
[Email] · [Phone]

INVOICE TO

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

Invoice for [goods or services]

For a UK business that is not VAT registered. No VAT columns. The note below stays on the invoice.

#	Description	Qty	Unit price	Amount
1	Brand identity (example)	1	£900.00	£900.00
2	Social media templates (example)	6	£75.00	£450.00

Total **£1,350.00**

PAYMENT TERMS AND NOTES

This business is not registered for VAT. No VAT has been charged.
Do not add a VAT registration number or a VAT amount. If you are VAT registered, use the VAT invoice file.
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: _____