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]

VAT invoice for [goods or services]

Full UK VAT invoice. Unit prices exclude VAT. Example rows are samples of 20%, 5% and 0%. Amounts in pounds. Dates as DD/MM/YYYY.

#	Description	Qty	Price ex VAT	VAT rate	Net
1	Standard-rated service (example)	1	£1,000.00	20%	£1,000.00
2	Reduced-rate supply (example)	1	£200.00	5%	£200.00
3	Zero-rated supply (example)	1	£100.00	0%	£100.00

Total excluding VAT	£1,300.00
VAT at 20%	£200.00
VAT at 5%	£10.00
Total VAT	£210.00
Total including VAT	**£1,510.00**

PAYMENT TERMS AND NOTES

Cash discount offered: [none, or the rate]. Show the rate of any cash discount (VAT Notice 700/21, section 4.1).

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.

Example rows show 20%, 5% and 0%. Replace them with your supplies and the rate that applies. In Excel the totals calculate. In Word, type the totals.

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

ISSUED BY

Name: _____ Date: _____