Invoice template

UK VAT-aware invoice. Replace the [bracketed] placeholders.

From	To
[Your business name] [Address line 1] [Postcode] VAT no. [if registered] Co. reg. [if Ltd]	[Client business name] [Address line 1] [Postcode]

Invoice number	[001]	Date issued	[DD MMM YYYY]
Due date	[DD MMM YYYY]	Payment terms	[Net 30]

Description	Qty	Unit price	Net amount
[Description of work or product]	1	£0.00	£0.00

Subtotal	£0.00
VAT @ 20%	£0.00
Total due	**£0.00**

Payment details

Account name: [Your business name]
Sort code: [00-00-00] · Account number: [12345678]
Reference: invoice number above

If you are not VAT-registered, delete the VAT row above and rename Subtotal to Total. Sole traders should add: "This invoice is issued by [name] trading as [business name]."

Free template, share freely. Not personal tax advice.