**Invoice**

**To:** Name & address/email of company/person you are invoicing

**From:** YOUR NAME

**Date:** The date you are sending this invoice

**Invoice Number:** START AT 001

(DELETE THIS - Best practices on numbering invoices:  
Make every invoice number unique – you can start from any number you want.  
Assign sequential invoice numbers.  
Assign invoice numbers in chronological way)

**Invoice Details**

Date of Performance Type of Performance Cost

**Total Cost  
 £**

**Please make payment direct to:**

INSERT YOUR FULL BANK DETAILS & PAYPAL IF APPLICABLE

**Payment Terms: 30 working days from this invoice.**