

{Company name} – INVOICE

{Company address}
{Company telephone number}
{Company email}
Company #: {Company number};
VAT #: {VAT number}

Invoice No: {Invoice number here}
Date: {Invoice date}
Due date: {Due date}

To: {client name}

Fees:

{Description of services}	£XXX
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VAT @ 17.5%	£XXX
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Total	<u>£XXX</u>
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Payment terms

Payment within 30 days via money transfer only to the following account:

{Your company name}
Account No: {Account number}