**Recipient**

**Customer’s Company Name**

Address  
City, Postcode

Tel: +4470000000000

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Invoice Date: | 30/06/2021 |  |
|  | Invoice Number: | 1234 |  |
|  | **Invoice Due:** | 30/06/2021 |  |
|  |  |  |  |

**Additional information**

To add a new line to the table below, hover your cursor over the area bottom left of “example work” and click on the plus icon which appears

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Qty** | **Unit** | **Price** | **VAT %** | | **VAT** | **Total** |
| Example product | 1 | pcs | £ 50 | 20% | | £ 10 | £ 60 |
| Example work | 1 | h | £ 100 | 20% | | £ 20 | £ 120 |
|  |  |  |  |  | |  |  |
|  |  |  |  |  | |  |  |
|  |  |  |  |  | |  |  |
|  |  |  |  | | **Sub Total** | | **£ 150** |
|  |  |  |  | | **VAT Total** | | **£ 30** |
|  |  |  |  | | **Total Due** | | **£ 180** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Instructions** | |  |
| [How to fill out this template](https://www.zervant.com/en/invoice-templates/?utm_source=Template&utm_medium=Instructions_link&utm_campaign=Word&utm_content=Invoice_template&utm_term=EN) | | |
|  |  |  |
| **More tools from Zervant**  [More free templates here](https://www.zervant.com/en/blog/category/free-tools-and-templates/?utm_source=Template&utm_medium=OtherTemplatePromotion_link&utm_campaign=Word&utm_content=Invoice_template&utm_term=EN) | |  |
|  |  |  |

[A screenshot of a cell phone

Description automatically generated](https://secure.zervant.com/login/signup/en?utm_source=Template&&utm_medium=Signup_link&&utm_campaign=Word&&utm_content=Invoice_template&&utm_term=EN)