**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)  |
|   |   |   |
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|   |   |   |

 