**Your Company Name INVOICE**

*Address 1*

*Address 2*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Invoice Date: |  |  |
|  | Invoice Number: |  |  |
|  | Client Reference: |  |  |
|  | Purchase Order: |  |  |
| **DUE DATE:** | | **dd/mm/yyyy** | |
|  |  |  |  |

*Address 3*

*Address 4*

|  |
| --- |
| **To:** |
| *Customer Address 1* |
| *Customer Address 2* |
| *Customer Address 3* |
| *Customer Address 4* |

**Additional Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit** | **Unit Price** | **VAT %** | **VAT** | **Total** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  | **Sub Total** | | £- |
|  |  |  |  | **Total VAT** |  | £- |
|  |  |  |  | **TOTAL AMOUNT** | | **£-** |