

INVOICE

Example only. All names, addresses and bank details are made up.

1	Invoice number	0014
2	Invoice date	14 June 2027
3	Supply date	10 to 11 June 2027
9	Payment due	28 June 2027

From

4 Alex Morgan
trading as Morgan Joinery
12 Sample Road, Anytown, AB1 2CD
alex@example.com | 07000 000000

Bill to

5 Example Customer Ltd
4 Placeholder Street
Anytown, AB1 3EF

Description	Qty	Unit price	Amount
6 Fit 2 internal doors (labour, hours)	6	£35.00	£210.00
Door furniture, 2 sets	2	£18.00	£36.00
Subtotal			£246.00
VAT			not charged
7 Total due			£246.00

Payment details

Account name: Alex Morgan
8 Sort code: 00-00-00 Account number: 00000000
Reference: 0014

Payment terms

9 Payment due within 14 days of the invoice date.

What each number is doing

- 1 A unique invoice number. Never reuse one.
- 2 The date you issue the invoice.
- 3 The supply date: when the work was done or the goods delivered.
- 4 Your name, and the business name you trade under.
- 5 The customer's name and address.
- 6 A clear description of what you are charging for, and the amounts.
- 7 The total owed. Add the VAT amount here only if you charge VAT.
- 8 How to pay you.
- 9 The date payment is due, and your payment terms. You set these.

A VAT-registered business also shows its VAT number and the VAT amount. See the guide on easyinvoice.com for the full list.