<For a self-employed non VAT registered business>

<Put on your headed paper with your **logo, name and address**>

|  |  |
| --- | --- |
| **To** <name> | **Invoice date** <date> |
| <address line 1> |  |
| <address line 2> | **Invoice number** <unique number> |
| <address line 3> |  |
| <address line 4> | **Reference** <e.g. PO number> |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Price per unit** | **Quantity** | **Total** |
| Product or service 1 | £25.00 | 2 | £50.00 |
| Product or service 2 | £10.00 | 1 | £10.00 |
| Product or service 3 | £40.00 | 3 | £120.00 |
|  |  | **Total due** | **£180.00** |

**Due date** <date>

**Payment methods:**

1. Bank transfer

Bank: <bank>

Account name: <account name>

Sort code: <xx-xx-xx>

Account number: <xxxxxxxx>

2. If paying by cheque please make cheques payable to <name> and send them to <address>

Please include the invoice number with your payment.