|  |  |  |
| --- | --- | --- |
| Mr XYZ  76 Croydon Road  Beckenham Kent  BR3 4DF  **INVOICE** | **INVOICE No: 00001**  **DATE: 18/01/2016** | |
| **SERVICES OR DESCRIPTION** | | | **AMOUNT (£)** | |
|  | | |  | |
| **Guide to create your own invoice** | | |  | |
| Please follow these steps :   * Fill in the header with your logo, business name, address & contact details * Fill the section for client details whom you sending invoice to , your company invoice number & date you are raising invoice * Under professional service fill the details of services & amounts * Just below with compliments fill your bank details * Update your footer with your company details * Finally you can add/delete or modify as per your need. | | | 1000.00 | |
|  | | |  | |
|  | | |  | |
| Total (excluding VAT) | | | 1000.00 | |
|  | | |  | |
|  | | |  | |
| VAT@ 20% | | | 200.00 | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
| **Net fee due** | | | 1200.00 | |

***WITH COMPLIMENTS***

Cheques made payable to ABC Ltd

BACS Payment to: Barclays Bank, 229 High St, Orpington, Kent BR6 0JU

Sort code **20-05-50**  Account No **53727100**

Please quote invoice number as payment reference