|  |  |
| --- | --- |
|  Mr XYZ76 Croydon RoadBeckenhamKentBR3 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