

Example Executive Travel

10 Example Mews
Example Town, AB1 2CD
United Kingdom
chauffeur@example.com

Invoice

Invoice Number: INV-00001
Issue Date: 03 Sept 2026
Due Date: 17 Sept 2026

Bill To

Jamie Ellis (Example)
20 Sample Close
Example Town, AB1 2EF
United Kingdom
customer@example.com

Description	Qty	Unit Price	Total
Pre-booked airport transfer	-	£120.00	£120.00
Additional agreed waiting time Exclude waiting already included in the booking	0.5 hrs	£40.00	£20.00
Agreed parking charge	-	£8.00	£8.00
Subtotal:			£148.00
Total:			£148.00

Notes

WORKED EXAMPLE — fictional details and illustrative prices, not a payment request.
Booking reference: [reference]. Journey date: [date]. Agreed journey: [route description]. Waiting allowance and approved extras: [details].

Payment Details

Use your own agreed payment terms and instructions. This is not a payment request.

Fictional worked example. Illustrative prices only; no VAT is included in this example. Review the tax treatment for your own business and supply.