

Example Office Cleaning

10 Example Mews
Example Town, AB1 2CD
United Kingdom
commercial-cleaning@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
Office cleaning — agreed site visit	4 sessions	£80.00	£320.00
Carpet deep clean — approved extra	-	£120.00	£120.00
Washroom consumables supplied	1 item	£25.00	£25.00
	Subtotal:		£465.00
	Total:		£465.00

Notes

WORKED EXAMPLE — fictional details and illustrative prices, not a payment request.
Site: [site reference]. Billing period: [dates]. Customer PO: [reference]. Included visits and scope: [details]. Approved one-off 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.