

Example Courier Services

10 Example Mews
Example Town, AB1 2CD
United Kingdom
courier@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
Same-day consignment — agreed journey	-	£95.00	£95.00
Additional waiting at collection	0.5 hrs	£30.00	£15.00
Approved additional delivery stop	1	£15.00	£15.00
	Subtotal:		£125.00
	Total:		£125.00

Notes

WORKED EXAMPLE — fictional details and illustrative prices, not a payment request.
Consignment/order: [reference]. Collection/delivery dates: [dates]. Agreed charge basis: [details]. Delivery record reference: [if available]. 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.