

Example IT Consulting

10 Example Mews
Example Town, AB1 2CD
United Kingdom
it-consultant@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
IT assessment and recommendations	1 day	£450.00	£450.00
System migration — agreed scope	2 days	£450.00	£900.00
Handover and user support	2 hrs	£65.00	£130.00
Subtotal:			£1,480.00
Total:			£1,480.00

Notes

WORKED EXAMPLE — fictional details and illustrative prices, not a payment request.
Project/ticket: [reference]. Billing period: [dates]. Agreed scope/deliverables: [summary]. Customer PO: [if applicable]. Do not include credentials or confidential system 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.