

VAT INVOICE

Invoice number: INV-0001
Issue date: DD/MM/YYYY
Due date: DD/MM/YYYY
Time of supply: DD/MM/YYYY

FROM

[Your business name]
[Street address]
[City, postcode]
VAT number: [GB123456789]
Email: [you@example.com]

BILL TO

[Customer name]
[Customer address]
[City, postcode]
Email: [customer@example.com]

Description	Qty	Unit price	VAT rate	Net	VAT
[Description of goods or services]	1	0.00	20%	0.00	0.00
[Description of goods or services]	1	0.00	20%	0.00	0.00
[Description of goods or services]	1	0.00	20%	0.00	0.00
[Description of goods or services]	1	0.00	20%	0.00	0.00

Subtotal (excl. VAT)	£0.00
VAT 20%	£0.00
VAT 5%	£0.00
Total (incl. VAT)	£0.00

Payment terms

Payment due within 14 days of the invoice date. Please quote the invoice number as the payment reference.

Notes

[Optional notes, purchase order number, or thank-you message.]