SAMPLE — NOT A REAL INVOICE

Invoice

Blank fields, then a fictional example. Dates are DD/MM/YYYY.

Invoice number _____ Invoice date _____ Supply date _____

Your name and business name
Your address
Email or phone

Customer name and address

Description	Qty	Price	Amount

Total owed _____ Due _____

Account name _____ Sort code _____ Account number _____ Reference _____

Fictional example

Sample supplier, Sample address, United Kingdom
Sample customer, Sample address, United Kingdom

INV-0001 Invoice date 02/03/2026 Supply date 02/03/2026 Due 16/03/2026

Description	Qty	Price	Amount
Replace kitchen taps, including isolation valves	1	£180.00	£180.00
Fittings	1	£24.00	£24.00

Total owed £204.00

Account name Sample supplier Sort code 00-00-00 Account number 00000000 Reference INV-0001

These figures are not from a real job. Leave VAT off if you are not VAT registered.