

# Invoice example

16/12/2022

Invoice No. 1

Create and add your own invoice number

## INVOICE

### Customer

Name Taylor Hopkinson Ltd  
Address 2nd Floor, 58, Waterloo Street  
City Glasgow Postcode G2 7DA  
Phone: +44 7548 212920 VAT: GB 974 6073 89

Date: 16/12/22  
Ref No: Dec - 22  
Contact No: 07111 111111  
Name: John Smith

Item	Description	Rate	Total
25	MONTH-YEAR x (eg offshore / onshore days) <b>Add total days/hours</b>	£400.00	£10,000.00
1	Expenses <b>Add total expense claim</b>	£500.00	£500.00
			£10,000.00
			£500.00
VAT 20.00%			£2,000.00
<b>TOTAL</b>			<b>£12,500.00</b>

Only include if you are registered to pay VAT

### Payment Details

- Electronic transfer
- Cash
- Cheque

Bank: HSBC  
Address: 123 High Street

Bank A/C: 1111 1111  
S/C: 00 00 00

Correct bank details to be added (used to make payments)

Office Use Only

John Smith, 1 High Street, Glasgow, G1 1AB

Full name and address of Contractor or Limited Company