**Reference:** for example, your named customer contact, purchase order number

**Bill to:**

Your customer’s business name

Your customer's business address

|  |  |  |
| --- | --- | --- |
| **Supply date** | **Description** | **Amount due** |
| eg 4-15 Dec 2017 | Services supplied, for example: **6 days of gardening work, including tree removal and path laying at £180/day** | £ [Amount due before tax] |
| eg 4-15 Dec 2017 | Expenses, for example: **skip hire (£330) + skip licence (£25)** | £ [Amount due before tax] |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Subtotal: | Subtotal: | £ [Total without tax (VAT)] |
|  | VAT payable @ 20%: | £ [Amount of VAT] |
|  | **TOTAL DUE:** | **£ [Subtotal + VAT]** |

**Payment**

**Terms:** for example **within 30 days**

**Account name:**

**Account number:**

**Sort code:**

**We will exercise our statutory right to claim interest (at 8% over the Bank of England base rate) and compensation for debt recovery costs under the Late Payment legislation if we are not paid according to our agreed terms.**