**INVOICE**

Miss/Mrs/Ms/Mr/Mx etc. ***Your name***

***YOUR ADDRESS***

***YOUR POSTCODE***

***YOUR PHONE NUMBER***

***YOUR EMAIL***

Invoice number: INV001

Date:

To: ***Recipients address.***

|  |  |  |
| --- | --- | --- |
| **Description** | **Quantity** | **Total** |
| Describe what you did and any relevant dates/times | Number of hours worked | Amount of money owed to you. |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL AMOUNT DUE** | |  |

Sort code:   
Account No:   
***Your bank name (I.E. HSBC, SANTANDER)***  
***Your name on the account***  
Reference:INV001