**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