Add your logo or business name

INVOICE

From

Business name: _____

Address: _____

_____

Phone: _____

Email: _____

Invoice number: _____

Invoice date: _____

Payment due: _____

Bill to

Client name: _____

Address: _____

_____

Property address (if different)

_____

_____

_____

Description of work	Date of clean	Amount

Subtotal _____

VAT (if applicable) _____

Total due _____

Payment details

Account name: _____

Sort code: _____

Account number: _____

Payment reference: _____

Payment terms: _____

Tip: use the invoice number as the payment reference.

Thank you for your business.

Alice Brown
Cleaning Services

INVOICE

From

Business name: Alice Brown Cleaning Services
Address: 45 Elm Road, Manchester
M2 3BB
Phone: 07700 900123
Email: alice@alicebrowncleaning.co.uk

Invoice number: INV-1024
Invoice date: 7 July 2026
Payment due: 21 July 2026 (14 days)

Bill to

Client name: Charlotte White
Address: 12 Acacia Avenue, Manchester
M1 1AA

Property address (if different)

Description of work	Date of clean	Amount
Deep clean, three bedroom house	7 July 2026	£185.00

Subtotal	£185.00
VAT (if applicable)	-
Total due	**£185.00**

Payment details

Account name: Alice Brown
Sort code: 00-00-00
Account number: 12345678

Payment reference: INV-1024
Payment terms: Payment due within 14 days

Tip: use the invoice number as the payment reference.

Thank you for your business.

Invoice Record Log

Log every invoice you send. Fill in the date paid when the money arrives, and chase anything unpaid past its due date.

Invoice no.	Client	Date issued	Amount	Due date	Date paid	Method	Notes

Total invoices issued: _____

Total payments received: _____

Outstanding: _____

Tip: number invoices in sequence (INV-1001, INV-1002...) and never reuse a number.