A N Other Sole Trader

123 Any Street

Any Village

Any Town

Any Postcode

Tel: 01234 5679899

 Mob: 0123456789

Email: any@sole trader.co.uk

Web: [www.anysoletrader.co.uk](http://www.anysoletrader.co.uk)

INVOICE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | Any Customer |  | Invoice No | (Consecutive No’s) |
|  | 123 Any Street |  | Date |  |
|  | Any Village |  |  |  |
|  | Any Town |  |  |  |
|  | Postcode |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qty | Item  | Description | Unit Price | Line Total |
|  | Hours | Work at | £ | £ |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Payment Terms** | **Due Date** |  Total | £ |
|  |  X days from date of Invoice | (Insert date X days from date of Invoice) |  |  |

Please make all cheques payable to

**Any Sole Trader**

And forward to the above address

or

BACS Payment – Any Bank

Sort code 01-01-01 Account Code 12345678

***THANK YOU FOR YOUR BUSINESS***