INVOICE

VAT invoice with the details HMRC VAT Notice 700 (16.3.1) requires. Yellow cells are inputs; totals are formulas.

Supplier, address:	Example Ltd, 1 High Street, Leeds LS1 1AA	**Invoice no.:**	INV-2026-0142
VAT reg. no.:	GB 123 4567 89	**Invoice date:**	23/11/2026
Customer, address:	Client Co. Ltd, 2 Quay St, Bristol BS1 4DB	**Tax point:**	20/11/2026

#	Description	Qty	Unit	Unit price	VAT	Net (£)
1	Website maintenance, November 2026	1	month	£650.00	20.0%	£650.00
2	Extra development hours	6.5	hrs	£55.00	20.0%	£357.50
3	SSL certificate, 12 months	1	year	£95.00	20.0%	£95.00
4					20.0%	£0.00
5					20.0%	£0.00
6					20.0%	£0.00
7					20.0%	£0.00
8					20.0%	£0.00
9					20.0%	£0.00
10					20.0%	£0.00

Total excluding VAT	**£1,102.50**
VAT (rounded down to the penny)	£220.50
Total due	**£1,323.00**

Payment due within 30 days of the invoice date by bank transfer, quoting the invoice number. Late payments may attract interest under the Late Payment of Commercial Debts (Interest) Act 1998. Example Ltd, registered in England and Wales no. 01234567, registered office 1 High Street, Leeds LS1 1AA.