

Your Business Name

1 Trade Street, Yourtown, YT1 2AB
hello@yourbusiness.co.uk · 07000 000000
Company no. _____ · VAT no. _____ · Registrations (Gas Safe / NICEIC / etc.)

INVOICE

Invoice no: **2026-041**
Date: _____
Supply date: _____

BILL TO

Customer name
Address line 1
Address line 2, Postcode

JOB REFERENCE

Job ref: first-fix package, plots 4–6
Site address (if different)

DESCRIPTION OF WORK / MATERIALS	QTY	UNIT £	TOTAL £
Labour: first-fix package, plots 4–6	1	3,840.00	3,840.00
Materials: fixings & consumables (not subject to CIS)	1	412.00	412.00
Variation VO-03: additional works as instructed	1	560.00	560.00

...add your own lines...

Subtotal	£
VAT @ 20% (if registered)	£
CIS deduction — 20% of labour (if applicable) – £	
Amount due	£

VAT TREATMENT

- Standard supplies: VAT charged at the applicable rate and shown above.
- **Domestic reverse charge (construction services):** where this supply falls within CIS between VAT-registered businesses and the customer is not an end user, VAT is not charged — “Reverse charge: customer to account for VAT to HMRC.” VAT rate applicable: 20%.

CIS STATEMENT (WHERE DEDUCTION APPLIES)

- Gross labour value: £____ · Materials (not subject to CIS): £____
- CIS deduction @ 20% / 30%: £____ · Net payable: £____
- Subcontractor UTR: _____

PAYMENT

- Payment due by: _____ (14 days from invoice date unless agreed otherwise).
- Bank: _____ · Sort code: __-__-__ · Account no: _____
- Please quote the invoice number as the payment reference.