

# EXAMPLE SALES INVOICE

YOUR Company name  
Trading address  
Telephone  
Fax  
Email

Contact Name  
Client / Agency Name  
Address  
Address  
Address  
Address Postcode

**Invoice number** 001  
**Tax point / invoice date** 1 December 2011  
**Client purchase reference** PO/001/001

## INVOICE

VAT NUMBER 123 4567 89/ VAT REGISTRATION PENDING [a1]

### PROFESSIONAL SERVICES IN RESPECT OF:

Describe the service rendered

Net fee	0.00
VAT at 20%	0.00
Total due	0.00

**TERMS:**  
**THIS INVOICE IS DUE [STATE TERMS OF BUSINESS HERE]**

Registered office address  
Company number and country of incorporation