

From Northfield Web Design Ltd (fictional) 1 Sample Street Exometown AB1 2CD United Kingdom VAT / Tax ID: GB 123 4567 89 (example only)	To Brightway Example Ltd (fictional) 2 Demo Road Sampleton EF3 4GH United Kingdom
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Description	Price (excl. VAT)	VAT rate	Quantity	Total
Website design (hours)	£ 55.00	20% £ 132.00	12	£ 660.00
Hosting setup	£ 120.00	20% £ 24.00	1	£ 120.00
Printed style guide (book)	£ 20.00	0%	2	£ 40.00

Subtotal excluding VAT	£ 820.00
VAT 20%	£ 156.00
VAT 0%	£ 0.00
Amount due	£ 976.00

Terms & conditions
Payment due within 30 days of the issue date.

Note
Example invoice for illustration only. All names, addresses and the VAT number are fictional.