[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Accounting firm invoice template

Professional services invoice - fees itemised, terms clear.

Invoice number: _____

Date: _____

Bill to: _____

Matter: _____

Payment due: _____

Fees

Description	Qty	Unit price	Amount
[Service, e.g. bookkeeping - Q1]	[qty]	[£ rate]	[£ amount]
[Service, e.g. VAT return]	[qty]	[£ rate]	[£ amount]
[Disbursements]			[£ amount]

Totals

Subtotal: _____

VAT (if applicable): _____

Total: _____

Payment

Pay to: _____

Payment terms: _____

Sign-off

Name: _____ **Signature:** _____ **Date:** _____