Business name _____
Address _____
Phone _____
Email _____
VAT no. _____

INVOICE

Builder

Invoice no. _____
Invoice date _____
Work finished _____
Payment due _____
Your UTR _____

BILL TO

ADDRESS OF THE WORK

Description	Labour / materials	Qty	Unit price	Amount

☐ Reverse charge: customer to pay the VAT to HMRC (VAT-registered contractor only; then leave VAT at £0.00)

Subtotal _____
VAT at 20% _____
Less CIS deduction on labour (20% / 30% / 0%) _____
Less deposit paid _____

Amount due _____

HOW TO PAY

Bank _____
Sort code _____
Reference Invoice no.

Account name _____
Account no. _____
Card payment link _____

TERMS

- Stage payments are due within 7 days of each stage being finished.
- Changes to the work are agreed and priced in writing before they're carried out.
- Provisional sums are adjusted to the actual cost once the items are chosen.

Free template from vslocks.com/viperlabs/viperjob/templates. Quote, invoice and get paid from your phone with ViperJob.