

Jo Carter

12 Example Street
Anytown
AB1 2CD

07700 900123
jo@example.com

BILLED TO
Example Agency Ltd

1 Sample Road
London
EX1 1AA

Bank Details – Example Bank
Account Number: 00000000
Sort Code: 00-00-00
Payment reference: Invoice SAMPLE-0001
Pay by: 16/10/2026

Invoice

INVOICE NUMBER
SAMPLE-0001

DATE OF ISSUE
12/10/2026

WEEK
05/10/2026 – 11/10/2026

DAY RATE
£165.00 (8 hrs)

DUE DATE
16/10/2026

DAY & DATE	LOCATION	RATE	QTY	OT HRS	AMOUNT
Monday 5th October	London	£165.00	1 Day	—	£165.00
Tuesday 6th October	London	£165.00	1 Day	—	£165.00
Wednesday 7th October	London	£165.00	1 Day	2	£216.56
Thursday 8th October	London	£165.00	1 Day	—	£165.00
Friday 9th October	London	£165.00	1 Day	—	£165.00
Saturday 10th October	London	£206.25	0.75 Day	—	£154.69
NORMAL HOURS				46	£979.69
OVERTIME HOURS				2	£51.56
SUBTOTAL					£1,031.25

INVOICE TOTAL
£1,031.25

SAMPLE INVOICE made with BillMyWeek. Jo Carter, Example Agency Ltd and the bank details are made up: please don't pay this invoice.

Payment terms
Payment due within 4 days. Late payments may incur interest under the Late Payment of Commercial Debts (Interest) Act 1998. **Pay by 16/10/2026**