

WEEKLY INVOICE (DAY RATE)

For contractors paid a day rate. Weekdays are billed as days; overtime and weekend hours are billed at the multiplier you agreed.

FROM: YOUR NAME / BUSINESS NAME, ADDRESS, PHONE,
EMAIL, UTR / VAT NO. IF RELEVANT

INVOICE NUMBER / INVOICE DATE / WEEK ENDING / DUE DATE

BILL TO: CLIENT / AGENCY NAME AND ADDRESS

SITE / JOB REFERENCE

Agreed terms: day rate £_____ · standard hours per day _____ · overtime × _____ · Saturday × _____ · Sunday × _____

Day	Date	Site / notes	Days (1, 0.5)	Overtime / weekend hrs	Amount
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Labour total

VAT at _____ % (if registered; or reverse charge)

INVOICE TOTAL

Less CIS deduction _____ % of labour (if applicable)

AMOUNT PAYABLE

PAYMENT DETAILS (ACCOUNT NAME, SORT CODE, ACCOUNT NUMBER) AND PAYMENT TERMS

Weekly day-rate invoice checklist

Tick each item before you send the invoice.

- A unique invoice number (VAT invoices: a sequential number)
- Your name and any business name you use, address and contact details
- If you use a business name: an address where legal documents can be delivered to you
- The customer's company name and address
- A clear description of what you are charging for
- The date the goods or service were provided (supply date, also called the tax point)
- The date of the invoice
- The amount(s) being charged
- VAT amount, if applicable (VAT-registered only)
- The total amount owed
- Week ending date and a site or job reference, so the payer can match it to the timesheet
- Your agreed day rate, and the agreed overtime or weekend multipliers, written on the invoice
- CIS subcontractors: labour shown separately from any materials, and your UTR if your contractor asks for it

Sources

Invoices: what they must include: <https://www.gov.uk/invoicing-and-taking-payment-from-customers/invoices-what-they-must-include>
What you must do as a CIS subcontractor: <https://www.gov.uk/what-you-must-do-as-a-cis-subcontractor>