[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. Add or remove table rows to fit your needs. 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	[INV-0001]
Date	[Date]
Bill to	[Client name]
Matter	[e.g. year-end accounts 2026]
Payment due	[Date, e.g. 14 days]

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

	Amount
Subtotal	[£ amount]
VAT (if applicable)	[£ amount]
Total	[£ amount]

Payment

[Company name]

Pay to	[Account details]
Payment terms	[e.g. 14 days from invoice]

Sign-off

Name	Signature	Date