Meridian Accounting Services Ltd

Accounting firm invoice template

Professional services invoice - fees itemised, terms clear.

Invoice number	INV-2026-0147
Date	9 November 2026
Bill to	Sarah Mitchell
Matter	Year-end accounts 2026
Payment due	23 November 2026

Fees

Description	Qty	Unit price	Amount
Service, e.g. bookkeeping - Q1	1	£45.00	£45.00
Service, e.g. VAT return	2	£120.00	£120.00
Disbursements			£850.00

Totals

	Amount
Subtotal	£1,250.00
VAT (if applicable)	£2,400.00
Total	£45.00

Payment

Pay to	Account details as agreed at the meeting.
Payment terms	14 days from invoice

Sign-off

Name	Signature	Date