**[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

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

[Company name]

## Sign-off

| Name | Signature | Date |
| --- | --- | --- |
| | | |