

Invoice

SENT

INVOICE NUMBER
INV-000045

ISSUE DATE
7 April 2026

DUE DATE
21 April 2026

PO REFERENCE
RHA-PO-20261

FROM	BILL TO	SITE / WORK	AMOUNT DUE
Example Fire Ltd 1 Harbour Way Plymouth PL1 2AB 020 7946 0958 reports@example-fire.co.uk VAT no. GB 123 4567 89 Company no. 09876543	Riverside Housing Association 40 Quay Road London SE1 2BB compliance@riverside-housing.example	Riverside House 12 Thames Walk London SE1 2AA Remedial quote RQ-20260407115906 · Riverside House	£734.40 Payable by 21 April 2026.

Work invoiced

REPAIR	MATERIALS	LABOUR	TOTAL
D01 · Block A, Level 1 - Flat 12 entrance · Block A - Level 1			£73.50
New strips and smoke seals	£25.50	£48.00	£73.50
D02 · Block A, Level 1 - Riser cupboard · Block A - Level 1			£161.20
New closer	£101.20	£60.00	£161.20
D03 · Block A, Level 1 - Stair core lobby · Block A - Level 1			£40.85
Refix hinges	£4.85	£36.00	£40.85
D04 · Block A, Level 1 - Communal lounge entrance · Block A - Level 1			£113.40
Glazing repair	£41.40	£72.00	£113.40
D05 · Block A, Level 1 - Bin store · Block A - Level 1			£163.05
Gap adjustment	£8.05	£96.00	£104.05
Certification label check	£0.00	£59.00	£59.00
OTHER ITEMS			
Re-inspection and sign-off of the five doors	-	-	£60.00

Materials	£181.00
Labour	£371.00
Other items	£60.00
Subtotal (ex VAT)	£612.00
VAT @ 20%	£122.40

Invoice total	£734.40
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How to pay**Bank transfer**

Account name	Example Fire Ltd
Sort code	04-00-75
Account number	12345678
Payment reference	INV-000045

Notes

Each door was re-checked and signed off against its original finding; the evidence is in your client portal.

Payment terms

Payment is due within 14 days of the invoice date. Please quote the invoice number as your payment reference.