

Invoice

Example figures: replace them with your own.

From

Your company name
Street and number, city, postcode, country
Tax ID: 000000000
Phone: +00 000 000 000
Email: bookings@example.com

Invoice details

Invoice number INV-2026-0001
Invoice date 2026-11-08
Due date 2026-11-22
Booking reference B001
Currency Your currency

Bill to

Customer name
Customer address
Customer tax ID (if any)

Vehicle and plate	Rental from	Rental to	Days	Daily rate	Extra distance	Overtime	Fuel	Damage	Line total
Compact car (example) ABC-123	2026-11-02 09:00	2026-11-05 09:00	3	45.00	12.00	0.00	0.00	0.00	147.00
SUV (example) XYZ-789	2026-11-03 10:00	2026-11-04 14:00	1	70.00	0.00	20.00	15.00	0.00	105.00

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Subtotal	252.00
Tax rate	10%
Tax	25.20
Total	277.20
Deposit received	-100.00
Total due	177.20

Payment terms

Payment is due within 14 days of the invoice date. Please quote the invoice number with your payment.
Bank: your bank name
Account number or IBAN: 0000 0000 0000 0000
Payment reference: the invoice number

Notes

- Extra distance, overtime, fuel and damage are amounts charged, not quantities. Extra distance is the distance driven beyond the included allowance.
- Deduct a deposit here only when it is applied to this invoice. A security deposit you hold and later refund is not part of the rental charge.
- When you charge for damage, attach the handover and return photos and the repair estimate.