

# INVOICE

Any Electrical Contractors Ltd  
XX Any Avenue  
Bristol  
BR66 6XX  
07xxxxxxxxx  
info@anyelectrical.co.uk

Customer name:  
Customer address:

Date:  
Invoice number:

**Description of work:** *include -*

- *A full description of the total work undertaken and specific materials (make and model) used.*
- *Clearly show any deposits and stage payments that have already been made.*

**PRICE**

Labour Costs ex. VAT (£):	
Materials and Costs ex. VAT (£):	
Other costs (detail what the 'other' costs include):	
VAT:	
Total price for the work inc. VAT:	

Payment due on satisfactory completion of the work

We accept payment in BACs/cash/credit card/debit card

Sort code: XX-XX-XX Bank account: XXXXXXXX Account Name: Any Electrical Contractors Ltd

**Complaints:**

The business always endeavours to provide the best service for every customer. However, on rare occasions, there may be times where a customer may not be completely satisfied. To ensure the business is able to put things right as soon as possible, please read our complaints procedure below. The business will then be able to respond promptly to ensure complete satisfaction. On receipt of your complaint the business aims to respond within 5 days. The business will arrange a convenient date to come and view and/or remedy the situation within 28 days. In the unlikely event the business is unable to resolve your complaint having exhausted the business complaints procedure, it may be necessary to use another complaint service. Where the business cannot resolve the complaint to your satisfaction and/or agree to the final resolution requests confirmed to us; and both parties agree a 'deadlock' has been reached, you can then escalate your complaint.

Ltd business name (in full)  
Registered address:  
Registered business number: XXXXXXXX  
Registered in England & Wales  
VAT: XXXXXXXXXXXX