


# BUSINESS LETTERS: AN INVOICE

**Activity 1.** Identify the parts of the Business Letter.

- Billing address (the address connected to the customer's payment method).
- Company Logotype.
- Cost of each product or service provided (without taxes).
- Customer's contact information.
- Customer's Identification Number.
- Customer's name & surname.
- Date.
- Description of each product or service provided.
- Discount.
- Document Identification Number.
- Payment method.
- Recipient's address (Mailing address).
- Recipient's contact information.
- Sender's address.
- Sender's company name.
- Sender's contact information.
- Subtotal price.
- Taxes to be paid.
- Terms & Conditions of Payment.
- Thank-you note.
- Total Price to be paid (taxes included).
- Type of document.

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 <b>Best Repair Shop</b>		<b>INVOICE</b>															
3, Howson Rd, Lewisham, LONDON SE4 2BB www.bestrepairsbp.lewisham.com Phone: 020 8692 5052																	
7	INVOICE # 23-000467	6 DATE 21/03/2023 4															
<b>MAILING TO</b> <b>Our Book &amp; Coffee Shop</b> 26, London Rd, Forest Hill LONDON SE23 3HF Phone: 020 8699 4848 FAX: 020 8699 4848		<b>BILL TO</b> <b>Anne McCullough</b> Customer ID: 156 26, London Rd, Forest Hill LONDON SE23 3HF Phone: 020 8699 4848															
8	9	10 11 12 13															
<b>DESCRIPTION</b>		<b>AMOUNT</b>															
Call-out Service Fee		£100.00															
15	Labour: 3 h at £45.00	£135.00															
Replacing Existing Extractor Fan: £230.00		£230.00															
Installing Carbon monoxide/Smoke Alarm: £130.00		£130.00															
16 <b>PAYMENT METHOD:</b> Bank Transfer International Bank 123-4567-890		<table border="1"> <tr> <td>18</td> <td><b>SUBTOTAL</b></td> <td>£595.00</td> </tr> <tr> <td>19</td> <td><b>VAT RATE</b></td> <td>20%</td> </tr> <tr> <td></td> <td><b>VAT</b></td> <td>£119.00</td> </tr> <tr> <td>20</td> <td><b>DISCOUNT</b></td> <td>-</td> </tr> <tr> <td>21</td> <td><b>TOTAL</b></td> <td>£714.00</td> </tr> </table>	18	<b>SUBTOTAL</b>	£595.00	19	<b>VAT RATE</b>	20%		<b>VAT</b>	£119.00	20	<b>DISCOUNT</b>	-	21	<b>TOTAL</b>	£714.00
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21	<b>TOTAL</b>	£714.00															
17	<b>TERMS &amp; CONDITIONS:</b> Please make payment within 30 days of issue of the Invoice.																
Thank You For Your Business!		22															