Sample Invoice - January 2026

Invoice number: INV-2026-001

Billed to: Acme Supplies Ltd.

Item 1: Office paper, 10 reams - GBP 42.00

Item 2: Printer ink, 2 cartridges - GBP 58.50

Item 3: Delivery - GBP 6.00

Total due: GBP 106.50

Payment due within 14 days.

Sample Report - Q4 Summary

Quarterly summary for the fourth quarter of 2026.

Sales grew by 8 percent against the previous quarter.

New customers: 214. Returning customers: 1,903.

Top product: wireless headphones, 1,240 units sold.

Next quarter focus: customer support response times.

Sample Notes - Meeting

Meeting notes, 12 November 2026.

Attendees: Sara, Tom, Priya.

Decision: launch the new guide in December.

Action: Sara to draft the announcement by Friday.