

Company Name
123 Street Name
City, Country
Phone: (123) 456-7890
Email: info@company.com

INVOICE

Bill To:
Client Name
Client Address
City, Country

Invoice No: 0001
Invoice Date: 2024-06-12
Due Date: 2024-07-12

Description	Quantity	Unit Price	Total
Service or Product 1	2	100.00	200.00
Service or Product 2	3	50.00	150.00
Consultation Fee	1	75.00	75.00
Subtotal			425.00
Tax (10%)			42.50
Total			467.50

Payment Terms: Payment is due within 30 days.
Bank Details: Account Name, Account Number, Bank Name.

- Important Notes:**
- This is a basic invoice template, suitable for small businesses or freelancers.
 - Ensure all billable items and taxes are clearly mentioned.
 - Customize company, client, and bank information before sending.
 - Store a copy for your financial records and accounting needs.
 - This document is often used as a printable or digital record for both parties.