

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.