

# Sales Invoice

**From:**

ABC Trading Co.  
123 Main Street  
City, State ZIP  
Phone: (123) 456-7890

**To:**

XYZ Enterprises  
456 Elm Avenue  
City, State ZIP  
Phone: (987) 654-3210

**Invoice No:**

INV-2024-001

**Date:**

2024-06-01

## Invoice Details

| S/N              | Product/Service | Quantity | Unit Price | Total    |
|------------------|-----------------|----------|------------|----------|
| 1                | Product A       | 10       | 100.00     | 1,000.00 |
| 2                | Product B       | 5        | 250.00     | 1,250.00 |
| 3                | Product C       | 2        | 500.00     | 1,000.00 |
| Subtotal         |                 |          |            | 3,250.00 |
| Discount         |                 |          |            | -250.00  |
| Tax (10%)        |                 |          |            | 300.00   |
| Total Amount Due |                 |          |            | 3,300.00 |

**Payment Terms:**

Due within 30 days from the invoice date.

**Bank Details:**

Account Name: ABC Trading Co.  
Account No: 1234567890  
IFSC: ABCD0123456

**Important Notes:**

- Ensure all invoice details are accurate and match your records before sending.
- This format provides clear itemization for ease of data entry and verification.
- Always retain copies of all invoices for accounting and tax purposes.
- Timely payment helps maintain good business relationships.