

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.