

**Sample Company Ltd.**  
123 Business Avenue  
City, State ZIP  
Phone: (123) 456-7890  
Email: info@samplecompany.com

**INVOICE**  
Invoice #: INV-2024-001  
Date: 2024-06-21  
Due Date: 2024-07-21

**Bill From:**

Sample Company Ltd.  
123 Business Avenue  
City, State ZIP

**Bill To:**

Acme Corporation  
456 Client Street  
Another City, State ZIP

Description	Quantity	Unit Price	Amount
Website Design Services	1	\$1,200.00	\$1,200.00
Monthly Hosting (June 2024)	1	\$35.00	\$35.00
Email Setup	5	\$20.00	\$100.00
Subtotal			\$1,335.00
Tax (8%)			\$106.80
<b>Total</b>			<b>\$1,441.80</b>

**Important Notes:**

- This invoice layout is suitable for simple business needs and general transactions.
- Don't forget to update invoice numbers and dates for each new invoice issued.
- Customize tax and totals calculation as per local regulations.
- Retain copies of invoices for your accounting and record-keeping.