

Invoice

Your Company Name 123 Main St.

City, State, ZIP

info@yourcompany.com

+1 (555) 123-4567

Invoice #: 0007

Date: 2024-06-01

Due: 2024-06-15

Billed To: Client Name

456 Client St.

City, State, ZIP

client@email.com

Description	Qty	Unit Price	Amount
Design Services	10	\$60	\$600
Website Hosting (June)	1	\$20	\$20
Stock Images	3	\$8	\$24

Subtotal: \$644

Tax (5%): \$32.20

Total Due: \$676.20

Payment Instructions: Please make payment by the due date via bank transfer or PayPal.

Bank: 012345678 / PayPal: payments@yourcompany.com

Important Notes:

- Edit all company and client information before sharing.
- Double-check invoice numbers and dates for accuracy.
- Google Sheets makes calculations (e.g., subtotal, tax, total) easy to customize as your services or products change.
- Store copies of all sent invoices for your records.