

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.