

Sample Company Ltd.

123 Main St
City, Country 10001
Phone: +1 234 567 8901
Email: info@sampleco.com

INVOICE

Invoice #: GS-2024-105

Date:

Due Date: 2024-07-10

Bill To:

John Doe
456 Client Lane
City, Country 20002

Description	Qty	Unit Price	Total
Consulting Services	12	100	
Design Work	8	80	
Hosting (June)	1	50	

Subtotal

Tax (5%)

Grand Total

Important Notes:

- All calculations in this sample are automatically performed using formulas in Google Sheets.
- Update quantities or unit prices to see totals adjust instantly.
- Ensure tax and totals formulas are not accidentally deleted in the sheet.
- Customize company and client details for your own business needs.
- Save a copy of the invoice for your records and for your client.