

Example Company Ltd.

1234 Sample Street

City, Country 56789

Email: info@company.com

Phone: +123-456-7890

INVOICE

Invoice No.	INV-2024-001
Date	2024-06-20
Due Date	2024-07-04

Bill To

Name	John Doe
Address	789 Customer Lane, Client City, Country 76543
Email	john.doe@emailclient.com

Invoice Items

#	Description	Qty	Unit Price	Total
1	Website Design Service	1	1,500.00	1,500.00
2	SEO Optimization	1	500.00	500.00
3	Monthly Hosting (June 2024)	1	100.00	100.00

Subtotal 2,100.00

Tax (10%) 210.00

Total 2,310.00

Important Notes

- The above invoice format is compatible with OpenDocument Spreadsheet (ODS) and can be easily edited using LibreOffice or OpenOffice Calc.
- Always ensure the data fields (Invoice No., dates, item descriptions, prices) are updated before sending.
- ODS format ensures better compatibility and data integrity across open-source office suites.
- For legal and tax reasons, always keep a backup of electronic invoices in their original form.