

Sample Company Ltd.

123 Main Street

City, Zip Code

Country

Phone: +1 123 456 7890

Email: info@samplecompany.com

INVOICE

Invoice No: INV-2024-001

Date: 2024-06-15

Due Date: 2024-07-15

BILL FROM

Sample Company Ltd.

123 Main Street

City, Zip Code

Country

BILL TO

Client Name

Client Address Line 1

Client City, Zip

Client Country

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Consulting Services	10	\$100.00	\$1,000.00
Web Development	15	\$80.00	\$1,200.00
Support & Maintenance	5	\$50.00	\$250.00

Subtotal	\$2,450.00
Tax (10%)	\$245.00
Total	\$2,695.00

Important Notes about OpenDocument Text (ODT) Invoice Templates:

- ODT is an open and widely supported document format that ensures cross-platform compatibility.
- Invoices created in ODT can be edited using various software such as LibreOffice, OpenOffice, and others.
- Standard ODT invoices support rich text editing, tables, and can be easily converted to PDF for final delivery.
- Always ensure all necessary details (vendor, client, items, totals, dates) are filled before sending.
- Keep a backup of your ODT templates for future use and audit purposes.