

Excel Solutions Co.
456 Market Drive
Seattle, WA 98101
Email: info@excelsolutions.com
Phone: (555) 123-4567

SALES INVOICE

Invoice #:
INV-2024-1052

Date:
2024-06-14

Due Date:
2024-06-21

Bill To:

John Doe
Acme Industries
123 Elm St.
Springfield, IL 62701
Email: purchasing@acme.com

#	Description	Unit Price	Qty	Amount
1	MS Excel 2021 Professional License	\$129.99	4	\$519.96
2	Excel Custom Template Development	\$75.00	2	\$150.00
3	Remote Training Session (2 hrs)	\$50.00	1	\$50.00

Subtotal: **\$719.96**
Sales Tax (7%): **\$50.40**
Total: **\$770.36**

Payment Instructions: Please make payment by bank transfer to Excel Solutions Co., Account #34567890 at Main Street Bank, Routing #112233445.

If you have questions about this invoice, contact support@excelsolutions.com.

- Sales Invoices should clearly list all products or services, quantities, unit prices, and calculate totals.
- Always include unique invoice numbers and dates for tracking and accounting.
- Contact and billing details for both seller and buyer are essential.
- Specify payment terms and instructions to avoid confusion.
- Keep a copy of each invoice for your records and tax compliance.