

Service Invoice

From:

ABC Consulting Agency
123 Main Street
City, State, ZIP
Phone: (123) 456-7890
Email: info@abcconsulting.com

Bill To:

XYZ Corporation
456 Elm Avenue
City, State, ZIP
Phone: (987) 654-3210
Email: billing@xyzcorporation.com

Invoice Info:

Invoice #: **INV-2024-001**
Date Issued: **2024-06-01**
Due Date: **2024-06-15**

Service Details

Description	Hours	Rate	Amount
Consulting Services - Project Planning	10	\$100.00	\$1,000.00
Website Development	20	\$80.00	\$1,600.00
Email Support and Reporting	5	\$60.00	\$300.00

Subtotal	\$2,900.00
Tax (10%)	\$290.00
Total	\$3,190.00

Payment Information

Bank: ABC Bank
Account Name: ABC Consulting Agency
Account Number: 1234567890
Bank Code: 001
Please include the invoice number as reference for payment.

Important Notes

- This invoice is for professional services rendered as specified above.
- Payment should be made by the due date to avoid late fees.
- Contact us immediately if you find any discrepancies in this invoice.
- Retain a copy of this document for your records.
- Consult your accountant for proper tax reporting.

