

Acme Corporation  
123 Main Street  
Cityville, State 12345  
info@acmecorp.com  
+1 (555) 123-4567

**INVOICE**  
Invoice #: INV-2024-001  
Date: 2024-06-17  
Due Date: 2024-07-01

**From:**  
Acme Corporation  
123 Main Street  
Cityville, State 12345  
**Bill To:**  
John Doe  
789 Client Avenue  
Metropolis, State 67890

## Business Invoice

Description	Hours/Qty	Rate	Amount
Consulting Services	10	\$100.00	\$1,000.00
Website Development	1	\$2,500.00	\$2,500.00
Hosting (June 2024)	1	\$95.00	\$95.00

<b>Subtotal</b>	\$3,595.00
Tax (10%)	\$359.50
<b>Total</b>	<b>\$3,954.50</b>

**Notes:**

Thank you for your business. Payment is due by the due date listed above. Please contact accounting@acmecorp.com for any questions.

**Important Notes:**

- This invoice serves as a formal request for payment and a record of goods/services provided.
- All invoice details must be accurate, including company information, dates, and amounts.
- Retain copies of all invoices for accounting and tax purposes.
- Always include a unique invoice number for tracking and reference.
- Ensure your payment terms and methods are clearly stated.