

Payment Invoice

From

Acme Corporation
123 Sample Street
City, ST 12345
Email: accounts@acme.com
Phone: (123) 456-7890

To

John Doe
456 Client Road
Townsville, ST 67890
Email: john.doe@email.com

Invoice Details

Invoice #: INV-1001
Date: 2024-06-22
Due Date: 2024-07-06

| # | Description | Qty | Unit Price | Amount |
|-------------|-------------------------|-----|------------|----------|
| 1 | Graphic Design Services | 10 | \$50.00 | \$500.00 |
| 2 | Website Maintenance | 2 | \$120.00 | \$240.00 |
| 3 | Hosting Fee (June) | 1 | \$30.00 | \$30.00 |
| Subtotal | | | | \$770.00 |
| Tax (10%) | | | | \$77.00 |
| Total | | | | \$847.00 |
| Amount Paid | | | | \$0.00 |
| Balance Due | | | | \$847.00 |

Payment Instructions

Please make payment by the due date to:
Bank: Bank of Sample
Account Name: Acme Corporation
Account No: 123456789
SWIFT: BOFSUS33

Important Notes

- This invoice serves as a formal request for payment and should be kept for your records.
- Ensure all information is accurate before sending the invoice to avoid payment delays.
- Tax must be calculated in accordance with local tax regulations.
- Record payments received against invoice numbers for easy tracking.
- Contact the sender promptly if you notice any discrepancies in this document.