

# 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         |
| <b>Subtotal</b>    |                         |     |            | <b>\$770.00</b> |
| <b>Tax (10%)</b>   |                         |     |            | <b>\$77.00</b>  |
| <b>Total</b>       |                         |     |            | <b>\$847.00</b> |
| <b>Amount Paid</b> |                         |     |            | <b>\$0.00</b>   |
| <b>Balance Due</b> |                         |     |            | <b>\$847.00</b> |

## 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.