

Simplified Invoice Receipt

From

Business Name: ABC Small Supplies
Address: 101 Market Road, Cityville
Phone: (123) 456-7890
Email: info@abcsmall.com

To

Customer Name: John Doe
Address: 202 River Lane, Townsville
Phone: (987) 654-3210
Email: john.doe@email.com

Invoice No: INV-2024-0018
Date: 2024-06-20

Due Date: 2024-06-27
Payment Method: Cash

#	Description	Qty	Unit Price	Total
1	Notebook A5 (Pack of 10)	2	25.00	50.00
2	Pen Gel Blue	10	2.00	20.00
3	Stapler Small	1	15.00	15.00
Subtotal				85.00
Tax (5%)				4.25
Total Amount				89.25

Amount Paid: 89.25
Balance Due: 0.00

Important Notes

- This is a simplified invoice receipt for small business use only.
- Ensure all details are correct before issuing to customers.
- Retain a copy of each invoice for record-keeping and tax purposes.
- Contact your accountant for any specific legal compliance in your area.
- For returns or exchanges, refer to your business terms and provide the invoice reference.