

# 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
				<b>Subtotal</b> 85.00
				Tax (5%) 4.25
				<b>Total Amount</b> 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.