

INVOICE

Acme Solutions, Inc.
123 Main Street, Cityville, 10001
Phone: (555) 123-4567
Email: info@acmesolutions.com

Invoice #: 2024-10293

Date: 2024-06-19

Due Date: 2024-07-03

Bill To:

John Doe
Doe Management Ltd.
78 Client Road, Suite 150
Client City, 20020
Phone: (555) 987-6543
Email: john@doemgmt.co

Description	Quantity	Unit Price	Line Total
Website Design & Development	1	\$2,500.00	\$2,500.00
Monthly Hosting (June 2024)	1	\$80.00	\$80.00
Email Accounts (10 users)	10	\$3.00	\$30.00
Logo Redesign	1	\$350.00	\$350.00
Subtotal			\$2,960.00
Sales Tax (5%)			\$148.00
Total Due			\$3,108.00

Important Notes:

- Itemized invoices provide a breakdown of each charge, improving transparency for clients.
- Please double-check the quantities, rates, and calculations for accuracy before issuing.
- Include clear payment instructions and terms to avoid confusion or delays.
- Retain a copy of each invoice for accounting and potential auditing purposes.