

# Invoice

**From:**

ABC Company  
123 Main Street  
City, State ZIP  
Phone: (555) 123-4567

**To:**

Client Name  
456 Client Avenue  
City, State ZIP  
Phone: (555) 987-6543

**Invoice #:** INV-001

**Date:** 2024-06-27

**Due Date:** 2024-07-04

Description	Qty	Unit Price	Amount
Website Design	1	\$1,000.00	\$1,000.00
Monthly Hosting	3	\$50.00	\$150.00
Domain Registration (1 year)	1	\$15.00	\$15.00

<b>Subtotal:</b>	\$1,165.00
<b>Tax (5%):</b>	\$58.25
<b>Total:</b>	<b>\$1,223.25</b>

## Important Notes

- Always double-check all amounts and calculation formulas.
- Ensure all fields (client, invoice number, dates) are filled in correctly.
- Keep a backup of your spreadsheet for accounting purposes.
- This format is best for basic invoices and may require adaptation for more complex needs.
- Include payment terms and contact information for faster processing.