

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

Subtotal: \$1,165.00
Tax (5%): \$58.25
Total: \$1,223.25

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.