

# INVOICE

**ExcelPro Solutions**

123 Business Lane  
City, Country 10001  
Phone: +123 456 7890  
Email: info@excelpro.com

**Invoice #:** INV-00215

**Date:** 2024-06-20

**Due Date:** 2024-07-05

**Bill To:**

John Smith  
Acme Corp  
456 Client Rd.  
Townsville 23002

**From:**

ExcelPro Solutions  
Tax ID: 999888777  
VAT No: PRO123456

Description	Qty	Unit Price	Amount
Excel Dashboard Setup	1	\$900	\$900
Data Analysis Service	2	\$300	\$600
Custom Template Design	1	\$250	\$250

Subtotal	\$1,750
Tax (10%)	\$175
<b>Total</b>	<b>\$1,925</b>

**Important Notes:**

- Ensure all company and client details are accurate before issuing the invoice.
- Invoices should clearly state payment terms and applicable taxes for transparency.
- Maintain a sequential and unique invoice number for proper tracking.
- Keep a copy of each invoice for accounting and audit purposes.
- This layout is widely supported and easy to use in Excel for quick customization.