

Service Invoice

From: ABC Services 123 Street Name City, State, ZIP Contact: 123-456-7890 Email: info@abcservices.com	To: Client Name Client Address Line 1 City, State, ZIP Contact: 098-765-4321 Email: client@email.com	Invoice No: INV-00201 Date: 2024-06-15 Due Date: 2024-06-30
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#	Description of Service	HSN/SAC	Qty/Hrs	Rate	Amount
1	Website Development	998314	40	500	20,000
2	SEO Consultation	998361	10	600	6,000
3	Monthly Maintenance	998313	1	2,500	2,500
Subtotal					28,500
GST (18%)					5,130
Total Amount					33,630

Bank Details: Account Name: ABC Services Bank Name: XYZ Bank A/C Number: 0123456789 IFSC Code: XYZB0001234	Authorized Signature _____
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Important Notes

- Ensure all service details are correct before sending to the client.
- Mention applicable tax rates and registration numbers if required by law.
- Keep a copy of the invoice for record-keeping and audit purposes.
- Payment should be made as per the due date mentioned to avoid penalties.
- Clarify any terms and conditions or refund policy where relevant.