

# Sales Invoice

**Company Name:** Sample Company Pvt. Ltd.  
**Address:** 123 Main Street, City, Country  
**Email:** info@samplecompany.com  
**Phone:** +123-456-7890  
**Invoice No:** INV-00123  
**Date:** 2024-06-15  
**Bill To:**  
John Doe  
456 Client Road, Another City, Country

#	Description	Qty	Unit Price	Amount
1	Product A	3	100	300
2	Product B	2	200	400
3	Service C	1	250	250

Subtotal 950  
Tax (5%) 47.50  
**Total 997.50**

- Always verify item descriptions, quantities, and prices before issuing
- Include company & customer information for record and compliance purposes
- Maintain unique invoice numbers for each sale transaction
- Provide clear tax calculation and total payable amount
- Retain copies of invoices for accounting and legal records