

# 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