

Acme Corporation Ltd.
123 Business Plaza
Cityville, ST 12345
Phone: (123) 456-7890
Email: info@acmecorp.com

INVOICE

Bill To:
Global Client Inc.
456 Client Street
Metropolis, ST 67890
Email: accounts@globalclient.com
Invoice #: INV-2024-1205
Invoice Date: 2024-06-30
Due Date: 2024-07-15

| Description | Quantity | Unit Price | Amount |
|---------------------------------|----------|------------|------------|
| Website Design & Development | 1 | \$3,000.00 | \$3,000.00 |
| Monthly Maintenance (June 2024) | 1 | \$500.00 | \$500.00 |
| Premium Hosting (Annual) | 1 | \$250.00 | \$250.00 |
| Subtotal | | | \$3,750.00 |
| Tax (10%) | | | \$375.00 |
| Total Due | | | \$4,125.00 |

Notes

Payment is due within 15 days. Late payments may be subject to a 5% late fee.
Please use the invoice number as the payment reference.

- Ensure all details are accurate and up to date before sending the invoice.
- This invoice serves as a legal request for payment; keep a copy for your records.
- Invoices should clearly state payment terms and contact information.
- Always include a breakdown of products/services, pricing, and applicable taxes.
- Update your invoice template to comply with any local legal or tax requirements.