

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
<b>Total Due</b>			<b>\$4,125.00</b>

**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.