

# Payment Terms and Conditions in Invoice CSV Structure

## CSV Structure Sample:

```
InvoiceNo,Date,CustomerName,DueDate,Amount,Currency,PaymentTerms,PaymentMethod,Notes
INV-1001,2024-06-01,Acme Corp,2024-07-01,1500,USD,Net 30,Bank Transfer,First invoice of Q3
INV-1002,2024-06-05,Globex Ltd,2024-06-20,2500,EUR,Net 15,Credit Card,Payment upon delivery
INV-1003,2024-06-10,Example Inc,2024-07-10,3100,USD,Net 30,Cheque,Yearly subscription renewal
```

## Field Descriptions:

- **InvoiceNo:** Unique identifier for the invoice.
- **Date:** Issue date of the invoice (YYYY-MM-DD).
- **CustomerName:** Name of the customer or client.
- **DueDate:** Last payment date allowed under the terms.
- **Amount:** Total amount to be paid.
- **Currency:** Type of currency, e.g., USD, EUR.
- **PaymentTerms:** Terms such as "Net 15", "Net 30", etc.
- **PaymentMethod:** Method (e.g., Bank Transfer, Credit Card).
- **Notes:** Any additional info or conditions.

## Important Notes:

- Ensure all fields comply with your company's invoicing policy and local legislation.
- Use standard date formats (YYYY-MM-DD) for consistency and international compatibility.
- Always specify clear payment terms to avoid confusion or disputes.
- Keep sensitive payment details secure and avoid sharing CSVs publicly if they contain confidential information.
- Regularly back up your invoice records for auditing and legal compliance.