

Payment Terms TXT Invoice Format

Sample Format

INVOICE				
Invoice No	:	INV-2024-001		
Date	:	2024-06-17		
Bill To	:	ACME Corporation		
Address	:	123 Business Rd, Springfield		
Description	Qty	Unit Price	Total	
Web Design Services	1	1500.00	1500.00	
Hosting (1 Year)	1	200.00	200.00	
Subtotal			1700.00	
Tax (10%)			170.00	
TOTAL			1870.00	
Payment Terms	:	Net 30 days		
Bank Details	:	XYZ Bank, A/C 987654321, IFSC XYZ000123		
Notes	:	Please quote the invoice number on payment.		

Important Notes:

- TXT invoices use plain text formatting, ideal for email or quick record-keeping.
- No special formatting, logos, or colors are included—only text and basic layout.
- Ensure details like invoice number, date, and payment terms are clearly mentioned.
- Always confirm that your client can accept and process plain TXT invoices.
- Add your banking or payment collection details for hassle-free transactions.