

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.
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```

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.