RTF Invoice Document

Structure Overview

An RTF (Rich Text Format) invoice document contains both formatted invoice data and textual content. Its hierarchical structure typically covers the following major areas:

- Document Header
- Invoice Data Fields
- Line Items Table
- Summary & Totals
- Footer & Notes

Key Field Overview

Section	Field Name	Description
Header	Invoice Number	Unique identifier for the invoice
Header	Invoice Date	Date when the invoice is issued
Party Info	Seller / Supplier Name	Name and details of the company issuing the invoice
Party Info	Buyer Name	Recipient of the invoice (customer)
Party Info	Addresses	Billing and Shipping addresses for both parties
Items Table	Item Description	Details of the goods or services provided
Items Table	Quantity	Number of items or hours billed
Items Table	Unit Price	Cost per item or per hour
Items Table	Line Total	Total for the line item (Quantity × Unit Price)
Summary	Subtotal	Total amount before taxes and adjustments
Summary	Tax / VAT	Tax amount applied to the invoice
Summary	Total Due	Grand total to be paid
Footer	Payment Terms	Instructions and terms for payment
Footer	Notes	Additional remarks, banking details, or legal info

Sample Document Structure

```
{\rtf1
  {\b INVOICE}
  {\line}
  Invoice Number:  INV-2024-0001\line
  Invoice Date:    2024-06-14\line
  Seller:          ABC Corporation\line
  Buyer:           XYZ Limited\line
  \line
  \b Items:\b0\line
  \trowd\trgaph108
    \cellx1500 Item
    \cellx3000 Qty
    \cellx4500 Unit Price
    \cellx6000 Total\intbl\row
```

```
  \cellx1500 Web Hosting
  \cellx3000 1
  \cellx4500 $120.00
  \cellx6000 $120.00\intbl\row
\pard\par
Subtotal: $120.00\line
Tax (10%): $12.00\line
Total Due: $132.00\line
\line
Payment Terms: Net 30 Days\line
Notes: Thank you for your business.\par
}
```

Important Notes

- RTF files support rich text formatting, allowing for company logos, tables, and style changes in invoices.

- Ensure all required fields are included and correctly formatted for legal and accounting compliance.

- RTF is widely compatible, but always verify rendered output in the recipient's software.

- Store or transmit RTF files securely to protect sensitive financial information.