

Invoice

From:

ABC Company
123 Main Street
City, State ZIP
Country
Email: info@abccompany.com
Phone: +1 123-456-7890

Bill To:

Client Name
456 Client Avenue
Another City, State ZIP
Country
Email: client@email.com

Invoice #: **INV-001**

Date: **2024-06-30**

Due Date: **2024-07-10**

Description	Quantity	Unit Price	Amount
Product A	2	100.00	200.00
Service B	3	150.00	450.00
Product C	1	250.00	250.00

Subtotal	900.00
Tax (10%)	90.00
Total	990.00
Amount Paid	0.00
Balance Due	990.00

Important Notes:

- This invoice template is compatible with OpenDocument Spreadsheet applications such as LibreOffice Calc.
- Fields and line items can be edited or extended according to business requirements.
- Ensure all calculations and taxes are reviewed for accuracy before sending to the client.
- Recipients can open, edit, and save this format without proprietary software.
- Keep a backup of all issued invoices for record-keeping and auditing purposes.