

# 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.