

INVOICE

Date: 2024-06-30

Invoice #: INV-2024-001

Your Company Name

123 Business Road
Suite 400
City, Country, 12345
+1 (234) 567-8901

Bill To:

Client Name	Acme Corporation
Contact	Jane Smith
Address	78 Example Ave, Floor 5, Metro City, Country
Email	jane.smith@acme.com

Description	Quantity	Unit Price	Total
Design Services	10	100	1,000
Development	20	80	1,600
Project Management	5	120	600

Subtotal	3,200
Tax (10%)	320
Total	3,520

Important Notes:

- This invoice was created as an OpenDocument Spreadsheet (.ods) format, ensuring compatibility with many office suites.
- Client information and invoice details can be easily modified or extended within spreadsheet applications.
- Using a spreadsheet format allows for automatic calculations and easy duplication for recurring invoices.
- Always review the final output for accuracy before sending to the client.
- Digital signatures and additional security can be added if needed.