# Invoice

**Sender Company Name**
1234 Spreadsheet St.
City, State, ZIP
Country
Phone: +123 456 7890
Email: info@company.com

**Invoice #:** INV-2024-1012
**Date:** 2024-06-30
**Due Date:** 2024-07-14

**Recipient:**
Client Name
5678 Recipient Ave.
City, State, ZIP
Country

| # | Description | Quantity | Unit Price | Total |
|---|-------------|----------|------------|-------|
| 1 | Consulting Service: June 2024 | 10 | 100.00 | 1,000.00 |
| 2 | Software License | 2 | 250.00 | 500.00 |
| 3 | Support Fee | 1 | 200.00 | 200.00 |

| | |
|---|---|
| **Subtotal** | 1,700.00 |
| **Tax (10%)** | 170.00 |
| **Total** | **1,870.00** |

**Payment Terms:**
Payment is due within 14 days from the invoice date.
Accepted payment methods: bank transfer, credit card.
Bank details:
Bank Name: Bank Ltd.
IBAN: XX00 1234 5678 9101 2345 67
SWIFT: BANKXX00

**Important Notes:**
- This sample represents an OpenDocument Spreadsheet (.ods) invoice layout and key components.
- Always verify recipient and payment details before sending or issuing invoices.
- Ensure tax calculations comply with legal requirements in your country.
- Retain copies of all issued invoices for financial records and audits.
- Standard payment terms (e.g., 14 days) should be clearly stated to prevent payment delays.