

Itemized Invoice

From

ABC Company Ltd.
123 Main Street
City, Country 12345
Email: contact@abccompany.com

To

Client Name
789 Client Street
City, Country 54321
Email: client@email.com

Invoice #	INV-1001
Date	2024-06-15
Due Date	2024-06-30

Description	Quantity	Unit Price	Total
Item A	2	\$100	\$200
Item B	3	\$80	\$240
Service C	1	\$150	\$150

Subtotal	\$590
Tax (10%)	\$59
Total	\$649

Important Notes:

- This document provides an item-by-item breakdown of goods or services billed.
- Double-check quantities and unit prices for accuracy before sharing.
- Include payment terms and due dates to avoid confusion.
- Avoid ambiguous descriptions to prevent disputes.
- Save a copy for both parties' records.