

Sales Invoice

Company Name Ltd.
123 Main Street, City, Country
Phone: (123) 456-7890 | Email: info@company.com

Invoice #: INV-2024-00421
Date: 2024-06-20
Due Date: 2024-07-05

Billed To: Acme Client Inc.
456 Client Avenue
Client City, Country
Phone: (321) 654-0987
Email: client@email.com

| # | Description | Quantity | Unit Price | Line Total |
|---|-------------|----------|------------|------------|
| 1 | Product ABC | 10 | \$50.00 | \$500.00 |
| 2 | Service XYZ | 5 | \$100.00 | \$500.00 |

Subtotal \$1,000.00
Tax (10%) \$100.00
Total \$1,100.00

Important Notes:

- This sales invoice serves as an official commercial document between buyer and seller.
- Payment terms and due date are specified above; late payments may incur additional charges.
- Ensure all information is accurate before processing any payments.
- Retain this invoice for your accounting and tax records.

Thank you for your business!