

# 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!