

LOGO

# Acme Corporation

123 Avenue Road, Suite 400  
City, State, Postal Code  
Phone: (123) 456-7890 | Email: billing@acmecorp.com  
Website: www.acmecorp.com

Invoice No.: INV-2024-00123

Date: 2024-06-25

Due Date: 2024-07-05

Billed To: Jane Smith  
Smith Solutions LLC  
456 Business Blvd, Floor 3  
Townsville, State, 12345  
Email: jane@smithsolutions.com

- This header format is commonly placed at the top rows of XLSX invoice documents.
- Contains prominent placement of logo and essential company contact information.
- Ensures consistent branding across all outgoing invoices.
- Editable fields must be left for Invoice Number, Date, Due Date, and Client Information.
- Additional footer or payment instructions may follow after invoice line items.