

Invoice Payment Terms and Due Date Format

Sample XLSX Column Format

Filename: `invoices_sample.xlsx`

INVOICE NO	INVOICE DATE	CUSTOMER NAME	PAYMENT TERMS	DU DATE	AMOUNT
INV-2024-001	2024-06-15	Acme Corp	Net 30	2024-07-15	1200.00
INV-2024-002	2024-06-17	Beta Solutions	Due on Receipt	2024-06-17	850.00
INV-2024-003	2024-06-20	Delta Enterprises	Net 15	2024-07-05	450.00

Important Notes:

- Payment Terms (e.g., **Net 30**, **Due on Receipt**, **Net 15**) specify the period within which the invoice amount should be paid.
- The **Due Date** is automatically calculated based on Invoice Date and Payment Terms.
- Ensure all dates are in a consistent and easily sortable format (e.g., YYYY-MM-DD).
- This sample structure ensures clarity for both sender and recipient, avoiding ambiguity in payment deadlines.
- When sharing the XLSX file, confirm that column headers and data formats are clear and unambiguous.