CSV Invoice Template: Basic Structure

Sample CSV Format

```
Invoice Number,Invoice Date,Bill To,Item Description,Quantity,Unit Price,Amount
INV-1001,2024-06-01,ABC Company,Consulting Fee,10,100,1000
INV-1001,2024-06-01,ABC Company,Travel Expenses,1,200,200
INV-1002,2024-06-11,XYZ Ltd,Development Work,5,250,1250
```

Column Descriptions

Column	Description	Example
Invoice Number	Unique invoice identifier	INV-1001
Invoice Date	Date of invoice issuance	2024-06-01
Bill To	Client or company being billed	ABC Company
Item Description	Description of product/service	Consulting Fee
Quantity	Number of units billed	10
Unit Price	Price per unit	100
Amount	Total for the line (Quantity Ã— Unit Price)	1000

Important Notes

- Each row represents a single item within an invoice; use the same Invoice Number for multiple items in the same invoice.
- Column headers must be included as the first row in the CSV file.
- Date formats and number formats should be consistent and clear (e.g., YYYY-MM-DD for dates).
- Ensure data accuracy to help with automated processing and reduce manual corrections.
- Additional invoice-related fields (like tax, discounts) can be added based on specific requirements.