

My Company LLC

1234 Main Street
City, State ZIP
Email: info@company.com

INVOICE

Invoice #: INV-1001
Date: 2024-06-27

Billed To: Jane Doe 5678 Oak Lane Other City, Other State ZIP jane.doe@email.com	Payment Due: 2024-07-10 Terms: Net 14
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#	Description	Quantity	Unit Price	Amount
1	Website Design	1	\$1200.00	\$1200.00
2	Hosting (12 months)	1	\$120.00	\$120.00
3	Support & Maintenance	10	\$50.00	\$500.00

Subtotal: \$1820.00
Tax (10%): \$182.00
Total Due: \$2002.00

Notes

Please make payment via bank transfer.

If you have any questions concerning this invoice, contact us at info@company.com.

- Always verify the accuracy of information and calculations before sending.
- Include clear descriptions of goods or services provided.
- Maintain consistent formatting for professionalism and readability.
- Keep a copy of each invoice for your records.
- Table-based layouts ensure better compatibility across email clients and old browsers.