

CORPORATE LTD

INVOICE

Invoice To:

Client Name

Client Company

Address Line 1

City, State ZIP

Issued By:

Corporate Ltd

123 Corporate Ave

Metropolis, NY 10101

contact@corporate.com

Invoice Info:

Invoice #: 002358

Date: 2024-07-12

Due: 2024-07-26

Description	Qty	Rate	Amount
Consulting Services	15	\$120.00	\$1,800.00
Development Fee	1	\$2,000.00	\$2,000.00

Subtotal

\$3,800.00

Tax (5%)

\$190.00

Total Due

\$3,990.00

Important Notes:

- Ensure all client and company information is accurate before sending.
- List services/products clearly with quantity and rates for transparency.
- Include payment terms and due dates to avoid delayed transactions.
- Retain an electronic copy for corporate records and compliance.
- This template is suitable for formal business transactions in a corporate setting.