

# ABC Consulting Ltd.

123 Business Plaza  
Suite 400  
Cityville, ST 12345  
Phone: (123) 456-7890  
Email: info@abcconsulting.com

## Invoice Summary

**Invoice #:** INV-2024-1007

**Date Issued:** 2024-06-15

**Due Date:** 2024-06-30

### Billed To:

XYZ Enterprises  
789 Client Avenue  
Centertown, ST 67890  
Contact: Ms. Jane Doe  
Email: jane.doe@xyzenterprises.com

Description	Quantity	Unit Price	Amount
Business Consulting Services	12 hrs	\$150.00	\$1,800.00
Market Research Report	1	\$800.00	\$800.00
Travel Expenses	-	\$100.00	\$100.00
<b>Subtotal</b>			<b>\$2,700.00</b>
<b>Tax (10%)</b>			<b>\$270.00</b>
<b>Total Due</b>			<b>\$2,970.00</b>

### Payment Instructions:

Please remit payment to the above address or via bank transfer using the details provided in your account. Thank you for your business.

- Ensure all invoice details match the actual services/rendered items and agreed prices.
- This summary facilitates quick review and helps maintain professional records.
- Include clear payment terms, due dates, and contact information for queries.
- Retain a copy for both parties for financial and legal reference.