

INVOICE

Invoice #: INV-00245

Date: June 30, 2024

Due: July 15, 2024

From:

Acme Corporation
123 Main St, Suite 4
Big City, NY 10101

To:

John Doe
Doe Industries Ltd
789 Market Rd
Springfield, IL 62704

Invoice Items

Description	Hours/Qty	Rate/Unit	Amount
Design Consultation	8	\$75	\$600
Website Development	20	\$60	\$1,200
Hosting Fee (1 month)	1	\$35	\$35
Total			\$1,835

Payment Information

Bank: City Bank

Account Name: Acme Corporation

Account Number: 123456789

Payment Reference: INV-00245

Additional Notes:

Thank you for your business. If you have any questions regarding this invoice, please contact billing@acmecorp.com.

Important Notes

- This invoice is formatted to be directly used as email body text.
- No attachments required; all details are included in the email.
- Ensure all payment and contact details are correct before sending.
- For added security, never include sensitive bank information unless necessary.
- Retain a copy for your records and confirm receipt with your client.