

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](mailto: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.