

ABC Company Ltd.
123 Main Street, City, Country
Email: info@abccompany.com
Phone: +1 234 567 8900

INVOICE

Invoice No: INV2024-001

Invoice Date: 2024-06-20

Due Date: 2024-07-04

Billed To:

XYZ Corporation
456 Business Rd., Suite 101
Recipient City, Country
Payment Terms: 14 Days
Reference: PO-78432

#	Description	Quantity	Unit Price	Amount
1	Software Development Services (June 2024)	40	\$100.00	\$4,000.00
2	Maintenance & Support	1	\$500.00	\$500.00
				Subtotal: \$4,500.00
				Tax (10%): \$450.00
				Total Due: \$4,950.00

Bank Details:

Bank: DEF Bank

Account Name: ABC Company Ltd.

Account Number: 1234567890

SWIFT: DEFBANKX

Important Notes:

- This invoice must be submitted in PDF format to ensure proper record keeping.
- All details, including PO reference and bank details, should be clearly visible in the document.
- Original invoice and supporting documents should be attached if required by the recipient's policy.
- Please double-check that the invoice is addressed correctly and matches the purchase order.
- Contact the concerned department for any queries regarding the invoice submission process.