

# Essential Elements in JPEG Invoice Layout

## 1. Header Information

- **Company/Business Logo**
- **Company Name & Contact Details:** Address, Email, Phone
- **Invoice Title:** Clearly worded as "Invoice"

## 2. Invoice Details

- **Invoice Number**
- **Issue Date & Due Date**
- **Client Information:** Name, Address, Contact

## 3. Itemized List

- **Description of Goods/Services**
- **Quantity & Unit Price**
- **Total per Item**

## 4. Totals

- **Subtotal**
- **Taxes** (if applicable)
- **Grand Total**

## 5. Additional Information

- **Payment Instructions**
- **Notes / Terms & Conditions**

## Important Notes

- JPEG invoices are image-based and cannot be easily edited after export.
- Ensure text is legible and all critical information is included.
- Verify accuracy before saving, as corrections require re-exporting.
- Avoid sharing sensitive data through unsecured channels.
- Consider accessibility and clarity by using high-resolution images.