

# Standard JPEG Invoice Format Guidelines

## 1. Overview

This document defines the standard format and recommended practices for creating and submitting invoices in JPEG (image) format to ensure accuracy, legibility, and consistency.

## 2. Required Fields

Field	Description
Invoice Number	Unique reference assigned to each invoice.
Invoice Date	Date the invoice is issued.
Supplier Name	Registered name of the supplier or sender.
Supplier Address	Full address of the supplier.
Customer Name	Recipient of goods/services.
Customer Address	Full address of the customer.
Item Description	Details of provided goods or services.
Quantity	Amount of each item.
Unit Price	Price per item/service.
Subtotal	Total before taxes/discounts.
Tax Amount	Applicable taxes.
Total Amount	Total payable (including taxes and fees).
Payment Terms	Payment deadline and method.

## 3. Image Specifications

- Format: JPEG (.jpg or .jpeg)
- Resolution: Minimum 300 DPI for printed clarity
- Size: Preferably A4 dimensions (approx. 2480 x 3508 pixels)
- Orientation: Portrait recommended

## 4. Layout Recommendations

- Information should be clearly structured and readable.
- Avoid handwritten text; use standard fonts and sizes.
- Company logo (optional) should not obscure key fields.
- Whitespace should be used to separate sections logically.

## 5. Important Notes

- Ensure all information is fully visible and not cropped.
- Do not password-protect or compress images in unsupported formats.
- Invoices must not contain sensitive data not required for billing.
- Check legibility before submission—blurry or unclear images may be rejected.
- Retain copy of the original invoice file for future reference.