

YOUR COMPANY NAME

Advance Payment Invoice

Invoice #: INV-2024-001

Bill To:

Client Name
Client Company
Client Address Line 1
City, State, ZIP
Country

Issued By:

Your Company Name
Address Line 1
City, State, ZIP
Country

Contact:

Email: contact@yourcompany.com
Phone: +1 234 567 8900

Invoice Date: 2024-06-10

Due Date: 2024-06-20

Reference/PO Number: PO-456789

#	Service Description	Service Period	Amount
1	Website Development (Advance Payment)	July 2024 - September 2024	\$2,500.00
2	Content Strategy Session (Advance)	July 2024	\$600.00

Subtotal	\$3,100.00
Tax (10%)	\$310.00
Total Due	\$3,410.00

Bank Details:

Bank Name: Sample Bank
Account Name: Your Company Name
Account Number: 1234567890
IFSC/SWIFT: SBIN0000123

Important Notes:

- This invoice is issued for advance payment prior to commencement of the mentioned services.
- Advance payments are non-refundable unless otherwise stated in a formal agreement.
- Services will commence upon confirmation of receipt of the advance payment.
- Please quote the invoice number when making the payment.
- Contact us immediately if there is any discrepancy in the above details.