

XYZ Corp

123 Business Road, Mumbai, MH, 400001

+91 22 1234 5678 | accounts@xyzcorp.com

Invoice Number: INV-20240808

Invoice Date: 2024-08-08

Due Date: 2024-08-22

Bill To:

Rajesh Kumar

Employee ID: EMP-1023

Department: Sales

45 Market Street, Pune, MH, 411001

Date	Description	Quantity	Unit Price	Total
2024-07-28	Travel Expenses - Client Meeting	1	INR 5,000.00	INR 5,000.00
2024-07-30	Office Supplies - Stationery	5	INR 150.00	INR 750.00
2024-08-01	Software Subscription - Monthly Fee	1	INR 2,000.00	INR 2,000.00

Subtotal	INR 7,750.00
Tax (18%)	INR 1,395.00
Total Amount	INR 9,145.00

Payment Information

Bank Name: HDFC Bank

Account Number: 123456789012

IFSC Code: HDFC0000123

Additional Payment Instructions: Please ensure payment is made to the account mentioned above within th

Notes:

- Please attach all relevant receipts and documentation.
- For any questions regarding this invoice, contact Sneha Patel at +91 22 1234 5678 or sneha.patel@xyzco

Employee Signature: _____

Rajesh Kumar

Authorized Signature: _____

Sneha Patel, Accounts Manager