

Your Company Name

123 Your Street

Your Town

Address Line 3

(123) 456 789

email@yourcompany.com

INVOICE

6-June-2019

#222324354

PO 456001200

Att: Ms. Jane Doe

Client Company Name

Dear Ms. Jane Doe,

Please find below a cost-breakdown for the recent work completed. Please make payment at your earliest convenience, and do not hesitate to contact me with any questions

Many thanks,

Your Name

#	Item Description	Quantity	Unit Price (€)	Total (€)
1	Supporting of in-house project (hours worked)	40	125.00	5000.00
2				
3				
4				
5				
6				
7				
8				
Subtotal				5000.00
Sales Tax (20%)				1000.00
Total				6000.00

Many thanks for your custom! I look forward to doing business with you again in due course.

Payment terms: to be received within 60 days.