

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.