

# Learning with Leo

123 Your Street  
Your Town  
Address Line 3  
  
(123) 456 789  
email@yourcompany.com

# Test Invoice

25-January-2021  
Invoice #2334889  
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.