

Your Company Name

INVOICE

123 Your Street
Your Town
Address Line 3

26-February-2019
Invoice #2334889
PO 456001200

(123) 456 789
lekhashrma012@gmail.com

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	Paper	10	10.00	100.00
Subtotal				5100.00
Sales Tax (20%)				1020.00
Total				6120.00

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.