

## Company Name

123 your street

Your Town

Address Line 3

123456789

youremail@gmail.com

## Invoice

Jun 13, 2023

Invoice #234556

PO 123445

**Mr. 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

#	Description	Qty	Unit price (₹)	Total
1	item	1	100	₹ 100
<b>Sub Total</b>				<b>₹ 100</b>
<b>Tax Name</b>		<b>20%</b>		<b>₹ 20</b>
<b>Total</b>				<b>₹ 120</b>

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

Payment terms: to be received within 60 days.