

Your Company Name	INVOICE		
123 Your Street	Your Town	Address Line 3	(123) 456 789
email@yourcompany.com			
12/11/2010	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

#	Item Description	Quantity	Unit price (€)	Total (€)
1	Supporting of in-house proj	40	125	5000.00
2				-
3				-
4				-
5				-
6				-
7				-
8				-
Subtotal				5000.00
Sales Tax (20%)				1000.00
Total				6000.00