|  |  |
| --- | --- |
| **Invoice:** | Date: 2/11/2016  Number: |
| **Client:** | Address |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No: | Item Description | Price (TZS) | Quantity | Total |
| 1 | Test | 4500 | 3 | 13500 |
|  |  |  | Subtotal: | 13500 |
|  |  |  | VAT(18%): | 2430 |
|  |  |  | Total: | 15930 |

|  |  |  |  |
| --- | --- | --- | --- |
| Issued By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Authorized By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Accounts |  | Partner |

**Terms and Conditions**

1. All cheque payments to be issued in favor of Virtual Advocate.
2. All cash payments to be witnessed by a receipt in the headed letter of the Firm.
3. All Payments to be made not later than five (5) working days after the receipt of the invoice.