|  |  |
| --- | --- |
| **Invoice:** | Date: #date#  Number: |
| **Client:** | #Name#  #Street#  #Build#,#Plot#  #Block#,#Region#  #LandMark# |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No: | Item Description | Price (TZS) | Quantity | Total |
|  |  |  | Subtotal: | #TotalAmount# |
|  |  |  | VAT(18%): | #VAT# |
|  |  |  | Total: | #FinalAmount# |

|  |  |  |  |
| --- | --- | --- | --- |
| 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.