



<Your Company Name>
<Your address>
<Your contact details>

INVOICE

29-1-2026
123456

<Payment terms (due on receipt, due in X days)>

BILL TO

<Contact Name>
<Client Company Name>
<Address>
<Phone>
<Email>

SHIP TO

<Name / Dept>
<Client Company Name>
<Address>
<Phone>

DESCRIPTION	QTY	UNIT PRICE	TOTAL
aaa	1	1.50	1.50
bbb	10	2.00	20.00
ccc	5	1.00	5.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

Remarks / Payment Instructions:

SUBTOTAL	26.50
DISCOUNT	0.00
SUBTOTAL LESS DISCOUNT	26.50
TAX RATE	18.00%
TOTAL TAX	4.77
SHIPPING/HANDLING	0.00
Balance Due	\$ 31.27