

LOGO

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

## INVOICE

29-1-2026

123456

&lt;Payment terms (due on receipt, due in X days)&gt;

## 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