

GURU ACADEMY

INVOICE

123 Your Street
Your Town
Address Line 3

28-March-2018
Invoice #2334889
PO 456001200

(123) 456 789
info@guruacademy.com

Att: Ms. Jane Doe
Student

Dear Ms. Jane Doe,

Please find below a cost-breakdown for the recent work completed. Please make payment at your earliest convenience, and do not hesitate to contact me with any questions.

Many thanks,
Your Name

#	Item Description	Quantity	Unit price (€)	Total (€)
1	Supporting of in-house project (hours worked)	1	360.00	360.00
2				-
3				-
4				-
5				-
6				-
7				-
8				-
Subtotal				360.00
Sales Tax (7%)				25.20
Total				385.20

Many thanks for your custom! I look forward to doing business with you again in due course.

Payment terms: to be received within 60 days.