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| **Invoice**  **Invoice Number:** INV-7845 **Date:** January 15, 2024 **Due Date:** February 15, 2024   |  |  | | --- | --- | | **To:** ABC Company 123 Business Street City, State, ZIP Code Phone: (123) 456-7890 Email: accounts@abccompany.com | **From:** XYZ Company 456 Market Avenue City, State, ZIP Code  Phone: (987) 654-3210 Email: accounts@xyzcompany.com  Tax Identification Number: T123456789012 |   **Total \ 7,090**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Description** | **Quantity** | **Unit Price** | | **Amount** | | Office Supplies (Pens) | 10 units | \100 | per unit | \1,000 | | Printing Paper (A4) | 1 box | \2,500 | per box | \2,500 | | Bottled Water | 12 bottles | \150 | per bottle | \1,800 | | Canned Coffee | 6 cans | \200 | per can | \1,200 | | Tax Amount | | |  | \ 590 | | Total | | |  | \7,090 |   **Payment Terms:** Payment due within 30 days from the invoice date.  **Payment Methods:**   * Bank Transfer:   Bank Name: XYZ Bank  Account Name: XYZ Company  Account Number: 1234567890  SWIFT/BIC: XYZB1234  **Notes:** Please make the payment by the due date. |

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| **Invoice**  **Invoice Number:** INV-7845 **Date:** January 15, 2024 **Due Date:** February 15, 2024   |  |  | | --- | --- | | **To:** ABC Company | **From:** XYZ Company Tax Identification Number: T123456789012 |   **Total \ 7,090**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Description** | **Quantity** | **Unit Price** | | **Amount** | | Office Supplies (Pens) | 10 units | \100 | per unit | \1,000 | | Printing Paper (A4) | 1 box | \2,500 | per box | \2,500 | | \*Bottled Water | 12 bottles | \150 | per bottle | \1,800 | | \*Canned Coffee | 6 cans | \200 | per can | \1,200 | | Tax Amount | | |  | \ 590 | | Total | | |  | \7,090 |   **\***Indicates reduced rate   |  |  |  | | --- | --- | --- | |  | **Taxable Amount** | **Tax Amount** | | Reduced Rate 8% | \3,500 | \350 | | Standard Rate 10% | \3,000 | \240 |   **Payment Terms:** Payment due within 30 days from the invoice date.  **Payment Methods:**   * Bank Transfer:   Bank Name: XYZ Bank  Account Name: XYZ Company  Account Number: 1234567890  **Notes:** Please make the payment by the due date. |