

Company Name

123 your street

Your Town

Address Line 3

123456789

youremail@gmail.com

Invoice

May 25, 2023

Invoice #234556

PO 123445

Mr. Jane Doe

Client Company Name

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

#	Description	Qty	Unit price (₹)	Total
1	item	1	100	₹ 100
Sub Total				₹ 100
Tax Name		20%		₹ 20
Total				₹ 120

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

Payment terms: to be received within 60 days.