**INVOICE 發票**

（非 GST 註冊或僅作一般發票用途）

|  |  |
| --- | --- |
| **開票至 (Bill To):** |  |
| 客戶姓名/公司 (Client Name/Company): | [billTo\_name] |
| 聯絡方式 (Contact Info): | [billTo\_contact] |

|  |  |
| --- | --- |
| 發票編號 (Invoice No.): | [invoiceNo] |
| 開立日期 (Date of Issue): | [dateOfIssue] |
| 付款期限 (Payment Due): | [paymentDue] |
| 幣別 (Currency): | [currency] |
| 項目負責人 (Project Lead): | [projectLead.name]︱[projectLead.phone]︱[projectLead.email] |

|  |  |  |  |
| --- | --- | --- | --- |
| **項目 (Description)** | **數量 (Qty)** | **單價 (Unit Price)** | **金額 (Amount)** |
| [#items][description] | [qty] | [unitPrice] | [amount][/items] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **合計 (Total Amount Due)** | **SGD** | **[unitPriceSubtotal]** | **[amountSubtotal]** |

**付款資訊（Payment Instructions****）：**

|  |  |
| --- | --- |
| **Account Name** | **VANKA ESCAPES PTE. LTD.** |
| Account Address | #05-03, 20 Cecil Street, Plus, Singapore 049705 |
| Beneficiary Bank | Standard Chartered Bank (Singapore) Limited |
| SWIFT | SCBLSG22XXX |
| Bank Address | 6 Battery Road, Singapore 049909 |
| SGD Account | 0103389350 |
| USD Account | 0103389326 |

PayNow 資訊：UEN: 202348881M **（轉帳備註請填寫 Invoice 編號）**

**備註 (Notes):**

本公司非新加坡GST登記納稅人，不收取GST。 (Our company is not registered for GST in Singapore and does not collect GST.)

請於發票開立日起 **7**日內完成付款。 (Please complete the payment within {X} days from the date of issue.)

所有因匯款產生的銀行手續費均由付款方承擔，請確保我方全額到帳。 (All bank charges incurred from the remittance are to be borne by the payer. Please ensure we receive the full amount.)

旅遊服務具時效性，任何更改或取消請求均須遵循雙方簽訂的服務合約及相關供應商政策。 (Travel services are time-sensitive. Any requests for changes or cancellations are subject to the service contract and relevant supplier policies.)

詳細服務內容（如行程、酒店、交通、票券等）請參見附件。 (For detailed service contents (e.g., itinerary, hotels, transportation, tickets, etc.), please refer to the attachment.)

**附表：行程資訊**

|  |  |
| --- | --- |
| **專案** | 明細 |
| **行程與服務詳情** | [serviceDetails] |
| **費用包含** | **[feeInclude]** |
| **費用不含** | **[feeExclude]** |
| **總計** | **[totalAmount]** |