

INVOICE

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

Tax ID / VAT / GST no.: [000000]

Invoice No.: INV-0001

Invoice date: [DD/MM/YYYY]

Due date: [DD/MM/YYYY]

PO number: [optional]

BILL TO

[Client Name]

[Company]

[Billing address]

#	Description	Qty	Unit Price	Amount
1	[Website design, 8 pages]	1	2,400.00	2,400.00
2				
3				
4				
5				
6				
7				
8				

Subtotal [0.00]

Discount ([0]%) [0.00]

Tax ([0]%) [0.00]

Amount paid [0.00]

BALANCE DUE [0.00]

TERMS & NOTES

Payment terms: Net 14. Late payments incur 1.5% interest per month.

Thank you for your business.

PAYMENT DETAILS

Bank: [Bank name] · Account name: [Your business] · Account no. / IBAN: [0000] · SWIFT / Sort code: [0000]

Or pay online: [payment link] · Reference: [invoice number]