|  |  |  |
| --- | --- | --- |
| **Bill to:**  [Client's Name]  [Client's Address]  [Client's Contact Number] | **Invoice #:** | [Invoice Number] |
| **Issue Date:** | [dd-month-yyyy] |
| **Due Date:** | [dd-month-yyyy] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **ITEM DESCRIPTION** | **PRICE** | **QUANTITY** | **TOTAL** |
| 1. | [Product Description] | $ 0.00 | [#] | $ 0.00 |
| 2. | [Service Description] | $ 0.00 | [#] | $ 0.00 |
| 3. | [Product Description] | $ 0.00 | [#] | $ 0.00 |
| 4. | [Service Description] | $ 0.00 | [#] | $ 0.00 |
| 5. | [Product Description] | $ 0.00 | [#] | $ 0.00 |
| 6. | [Service Description] | $ 0.00 | [#] | $ 0.00 |
| 7. | [Product Description] | $ 0.00 | [#] | $ 0.00 |
|  |  |  |  |  |
| **Additional Note:**  [Additioanl remarks to add about invoice & it's validity] | | SUBTOTAL | [#] | $ 0.00 |
| TAX | [%] | $ 0.00 |
| TOTAL |  | $ 0.00 |

|  |
| --- |
| **Terms And Conditions:** |
| * [Terms & conditions] |
| * [Terms & conditions] |
| * [Terms & conditions] |

|  |  |
| --- | --- |
|  |  |
| [Name] | [Name] |
| **Prepared by** | **Accepted by** |