|  |  |
| --- | --- |
| [Company name] | [Invoice number] |
| [Company address] | [Date] |
| [contact number] | [Due date] |
|  |  |
| [Client’s Name] |  |
| [Address] |  |
| [Contact number] |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **QUANTITY** | **PRICE** | **COST** |
| [Service Description/ Material] | [#] | $ amount | $ amount |
| [Service Description/ Material] | [#] | $ amount | $ amount |
| [Service Description/ Material] | [#] | $ amount | $ amount |
| [Service Description/ Material] | [#] | $ amount | $ amount |
| [Service Description/ Material] | [#] | $ amount | $ amount |
| [Service Description/ Material] | [#] | $ amount | $ amount |
|  |  |  |  |
| **Additional Note:**  [Addition note to add about invoice and it's validity]  [Shipping Terms if applicable] | | Subtotal | $ amount |
| Tax | $ amount |
| **Total** | **$ amount** |

**Signature**

|  |
| --- |
| **Terms And Conditions:** |
| [State terms and conditions] |
| [State terms and conditions] |
| [State terms and conditions] |
|  |
| **Payment info:** |
| Account name: [Account Details] |
| Info: [Account Number] |
| Bank name: [Bank Details] |

**Thank you for your business.**