|  |  |
| --- | --- |
| **Invoice to:**  **[Name]**  [Address]  [Contact no] | |
| **Invoice from:**  **[Name]**  [Address]  [Contact no] | **Invoice no:**  [Invoice no]  **Date:**  [Date] |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Item description** | **Quantity** | | **Unit Price** | | **Total** |
|  | [Item Description] | [#] | | [$0] | | [$0] |
|  | [Item Description] | [#] | | [$0] | | [$0] |
|  | [Item Description] | [#] | | [$0] | | [$0] |
|  | [Item Description] | [#] | | [$0] | | [$0] |
|  | [Item Description] | [#] | | [$0] | | [$0] |
|  | [Item Description] | [#] | | [$0] | | [$0] |
|  | | | | | | |
| **Payment Info:**  Account #: [Account no]  Account title: [Account Name]  Bank details: [Bank Name]  **Payment Terms:**  [50 % advance]  [15 days net] | | **Subtotal:** | | | [$0] | |
| **Discount** **%:** | | | [$0] | |
| **Tax %:** | | | [$0] | |
| **Grand Total:** | | | [$0] | |
|  | | | | | | | |
| **Terms and conditions:**   * [21% will be charged on overdue payments] * [Please acknowledge the delivery and quality of goods] * [Terms and conditions] * [Terms and conditions] | | | | **Signatures:**  [Name]  [Designation] | | | |

**Thank you for your business.**