

[YOUR BUSINESS NAME]

[Street address, City]
[Phone] • [email@business.com]

INVOICE

Invoice no. **INV-0001**
Date: **[DD/MM/YYYY]**
Due date: **[DD/MM/YYYY]**

BILL TO

[Client name]
[Company]
[Address, City]
[client@email.com]

Description	Qty	Rate (USD)	Amount (USD)
[Product or service]	2	50.00	100.00
[Product or service]	1	120.00	120.00
[Product or service]	5	10.00	50.00
Subtotal			USD 270.00
Tax (0%)			USD 0.00
TOTAL DUE			USD 270.00

PAYMENT DETAILS

Bank: [Bank name]
Account title: [Account title]
Account / IBAN: [Account number or IBAN]
Or pay by: [PayPal / Payoneer / Wise email]

NOTES

Payment is due within 14 days of the invoice date.
Please quote the invoice number with your payment.

Thank you for your business!