INVOICE

Standard invoice template

Invoice no.: _____ Issue date: _____ Due date: _____

Seller: _____ Customer: _____

Address: _____ Address: _____

Tax ID: _____ PO / quote reference: _____

Currency: _____ Supply date / service period: _____

Prices: [ ] exclude tax [ ] include tax

Description	Qty	Rate	Disc. %	Tax %	Amount
Product or service					

Subtotal before tax _____

Tax _____

Invoice total _____

Payments received _____

Balance due _____

Payment terms: _____

Payment instructions: _____

Notes: _____