| Invoice | Invoice no.: 001 | Invoice date: Feb-2-23 | Due: May-12-23 |
| --- | --- | --- | --- |

| **Bill to** |
| --- |
| [CLIENT NAME] |
| [E-MAIL] |
| [PHONE] |
| [ADDRESS] |

| **[BUSINESS NAME]** |
| --- |
| [OWNER NAME] |
| [E-MAIL] |
| [PHONE] |
| [WEBSITE] |
| [ADDRESS] |



| **Ship to** |
| --- |
| [SHIPPING ADDRESS] |
| [TRACKING #] |

| **DESCRIPTION** | **RATE, Rs** | **QTY** | **TAX, %** | **DISC, %** | **AMOUNT, Rs** |
| --- | --- | --- | --- | --- | --- |
| [ITEM NAME #1] | 1,000.00 | 10 | 20.5 | 5.0 | 11,550.00 |
| [ITEM NAME #2] | 1,000.00 | 10 | 20.5 | 10.0 | 11,050.00 |
| [ITEM NAME #3] | 1,000.00 | 10 | 20.5 | 3.0 | 11,750.00 |

| **Payment instruction** |
| --- |
| [ADD INFORMATION ABOUT |
| YOUR PAYMENT METHOD] |
|  |
|  |
|  |

| **Subtotal, Rs:** | **30,000.00** |
| --- | --- |
| Discount, Rs: | 1,800.00 |
| Shipping Cost, Rs: | 500.00 |
| Sales Tax, Rs: | 6,150.00 |
| **Total, Rs:** | **34,850.00** |
| Amount paid, Rs: | 0.00 |
|  |  |
| **Balance Due, Rs:** | **34,850.00** |

**Notes:**

| Client signature | Business signature |
| --- | --- |
| **[CLIENT NAME]** | **[OWNER NAME]** |