INVOICE

[Your name or business]
[Street and number]
[Postcode, City, Country]
[email] · [phone]
[Tax / VAT no., if required]

Invoice no.	[INV-0001]
Invoice date	[YYYY-MM-DD]
Due date	[YYYY-MM-DD]
Your reference	[PO or name]

Bill to
[Client name]
[Company]
[Address]

Description	Qty	Unit price	Amount

		Subtotal	
[Tax rate, if any]	___ %	**Tax / VAT**	
[Currency, e.g. EUR / USD / GBP]		**Total due**	

Payment details
[Bank name] · [Account holder]
[IBAN or account number] · [BIC / SWIFT or routing number]
Please pay within [30] days and quote the invoice number.

Thank you for your business.