Simple invoice

Seller-issued request for payment. Complete all details and agree terms before sending.

Seller name and contact

Customer name and billing address

Invoice number

Issue date

Currency

Agreed payment terms

Review reference

Document reference / issue date

Description	Quantity	Rate	Amount

Subtotal: _____ Discount: _____ Tax rate / amount: _____

Shipping: _____ TOTAL: _____ Currency: _____ Approval: _____

Seller-issued request for payment. Complete all details and agree terms before sending.
Manual blank: calculate and verify all amounts. State one currency; no tax treatment is presumed.
Suggested order: subtotal less fixed discount, tax on discounted subtotal, then shipping. Adapt if required.
Use a unique invoice number.