Small-business invoice

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

Business details

Customer billing details

Invoice number

Order reference

Currency

Payment terms

Review reference

Document reference / issue date

Description	Item / SKU	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 stable item references for repeat products.