

Invoice

A clear request for payment listing what was provided, the amount due, the due date, and how to pay — the document that actually gets you paid.

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1. Supplier and client details

Identifies who is billing and who owes, with contact and tax details where relevant.

2. Invoice number and date

A unique reference and date so the invoice can be tracked, paid, and reconciled.

3. Line items

Describes each service or item, quantity, and price, so the total is transparent.

4. Totals and tax

Shows the subtotal, any applicable tax, and the final amount due.

5. Deposit and balance

Credits any deposit already paid and states the remaining balance due.

6. Due date and late terms

Sets when payment is due and any agreed late-payment terms.

7. Payment details

Gives the account number, wallet, or link so the client can pay without asking.

Signatures — A

Date: _____

Signatures — B

Date: _____

Witness signature

Date: _____

PREVIEW