

INVOICE

From:	To:
Your Company Name	Client Name
Address Line 1	Client Address Line 1
Address Line 2	Client Address Line 2
Phone: (123) 456-7890	Phone: (987) 654-3210
Email: info@company.com	Email: client@email.com

Invoice Number:	Date:	Due Date:
0001	2024-06-10	2024-06-24

#	Description	Quantity	Unit Price	Amount
1	Service/Product Name	2	\$50.00	\$100.00
2	Service/Product Name	1	\$75.00	\$75.00

Subtotal	\$175.00
Tax (10%)	\$17.50
Total	\$192.50

Notes: Thank you for your business.

This **basic simple invoice template** for Word is designed to streamline your billing process with a clean and professional layout. It allows easy customization to fit any business needs, ensuring clear and organized invoicing. Perfect for freelancers and small businesses seeking efficiency and simplicity.