

INVOICE

From: Your Company Name Address Line 1 Address Line 2 Phone: (123) 456-7890 Email: info@company.com	To: Client Name Client Address Line 1 Client Address Line 2 Phone: (987) 654-3210 Email: client@email.com
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Invoice Number: 0001	Date: 2024-06-10	Due Date: 2024-06-24
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#	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.