

# Invoice

<b>From:</b> Your Business Name 123 Your Street City, State ZIP Email: you@email.com	<b>To:</b> Client Name 456 Client Ave. City, State ZIP Email: client@email.com
<b>Invoice #:</b> 0001	<b>Date:</b> 2024-06-14
<b>Due Date:</b> 2024-06-30	

Description	Qty	Unit Price	Amount
Design Services	8	\$50.00	\$400.00
Website Hosting (June 2024)	1	\$30.00	\$30.00
Subtotal			\$430.00
Tax (0%)			\$0.00
Total			\$430.00

**Payment Terms:**  
Payment due within **15 days** of the invoice date. Late payments may incur a 2% monthly fee. Please make payment via bank transfer or PayPal. Contact us if you have any questions regarding this invoice.

This **simple invoice form** sample offers a clear layout to easily document sales transactions along with detailed payment terms. It enhances transparency and helps ensure timely payments by explicitly stating due dates and conditions. Ideal for small businesses and freelancers seeking an efficient billing solution.