

# How to Create an Invoice Receipt for Small Business

Creating an **invoice receipt** for a small business involves detailing the products or services provided along with their prices, taxes, and payment terms. Ensure the receipt includes your business information, customer details, and a unique invoice number for easy tracking. Using digital tools or templates can simplify the process and help maintain professional records.

## Sample Invoice Receipt

<b>Your Business Name</b> 123 Main Street, City, Country Email: info@yourbusiness.com   Phone: (123) 456-7890	
<b>Bill To:</b> Customer Name Customer Address customer@email.com	<b>Invoice #:</b> 1001 <b>Date:</b> 2024-06-26 <b>Due Date:</b> 2024-07-03

Description	Quantity	Unit Price	Total
Web Design Service	1	\$500	\$500
Logo Design	1	\$150	\$150
			<b>Subtotal</b> \$650
			<b>Tax (10%)</b> \$65
			<b>Total</b> \$715

**Payment Terms:** Please make the payment by the due date. Accepted payment methods: Bank Transfer, PayPal, Credit Card.

Thank you for your business!