

# Invoice

**From:**

Your Company Name  
Address Line 1  
Address Line 2  
Email: example@yourcompany.com  
Phone: (123) 456-7890

**To:**

Client Name  
Client Address 1  
Client Address 2  
Email: client@email.com  
Phone: (987) 654-3210

**Invoice #:** 001**Date:** 2024-06-08**Due Date:** 2024-06-15

Item Description	Quantity	Unit Price	Amount
Service/Product 1	2	\$150.00	\$300.00
Service/Product 2	1	\$200.00	\$200.00
Subtotal			\$500.00
Tax (10%)			\$50.00
<b>Total</b>			<b>\$550.00</b>

**Notes:**

Thank you for your business!  
Payment is due within 7 days.

This **simple invoice template** for Word offers an easy way to create professional invoices with automatic tax calculation. Designed for efficiency, it helps small businesses accurately bill clients while ensuring compliance with tax requirements. Customize it quickly to fit your specific invoicing needs and maintain clear financial records.