

Invoice

Your Company Name

Address Line 1

Address Line 2

Phone: (xxx) xxx-xxxx

Email: your@email.com

Invoice No: INV-001**Date:** 2024-06-12**Billed To:**

Client Name

Client Address Line 1

Client Address Line 2

Description	Quantity	Unit Price	Amount
Service/Product 1	2	\$50.00	\$100.00
Service/Product 2	1	\$75.00	\$75.00
Total			\$175.00

Payment Terms: Please make payment within 14 days.**Note:** VAT not applicable.

This **simple invoice template** in Word format is designed for straightforward billing without including VAT. It offers a clean layout for listing services or products, making it easy to customize and print. Ideal for small businesses or freelancers who do not charge VAT.