

Invoice

Fill the fields in a PDF reader, save a copy, then review before sending.

Invoice number

Issue date

Payment due date

From: business / name, address, contact and tax ID if needed

Bill to: client / business, address and contact

Service period / project reference

Currency (e.g. USD, ZAR)

Work delivered

Description (replace sample text)

Quantity

Rate

Line amount

Description (replace sample text)

Quantity

Rate

Line amount

Description (replace sample text)

Quantity

Rate

Line amount

Subtotal

Tax rate (%) if applicable

Tax amount, if applicable

Total due

Amounts do not calculate automatically. Check the total and applicable tax requirements.

Payment instructions / reference / agreed terms

Notes / purchase order / additional information

Template only. Sample descriptions are editable; enter your own details and amounts.

If your viewer cannot edit fields, use a PDF reader or the free text version.

Free templates: www.getinvoiceagent.com/invoice-templates