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
May consulting retainer			

Subtotal	VAT rate (%) if applicable	VAT 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