An invoice is a document issued by a seller and sent to a buyer as notification that payment is due.

Elements Needed for Proper Invoice

REMIT TO ADDRESS:

<Department Information/Name>
<Address>
<Phone, Email>

<Name / Dept>
<Client Company Name>
<Address>
<Phone>

#INV00001
11/11/11
12/12/12

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<Add payment instructions here, e.g: bank, paypal...>
<Add terms here, e.g: warranty, returns policy...>