

[Business Logo]

[Business Name]

[Business Address]

[Phone] | [Email]

INVOICE

INVOICE NUMBER
[Invoice Number]

INVOICE DATE
[Date]

DUE DATE
[Due Date]

BILL TO

[Customer Name]

[Customer Address]

[Customer Phone] | [Customer Email]

INVOICE ITEMS

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
[Description]	[Quantity]	₹[Unit Price]	₹[Amount]
[Description]	[Quantity]	₹[Unit Price]	₹[Amount]
[Description]	[Quantity]	₹[Unit Price]	₹[Amount]
[Description]	[Quantity]	₹[Unit Price]	₹[Amount]
[Description]	[Quantity]	₹[Unit Price]	₹[Amount]
Subtotal			₹[Subtotal]
Discount (optional)			₹[Discount]
Tax (optional)			₹[Tax]
TOTAL DUE			₹[Total]

PAYMENT INFORMATION

Bank name	[Bank Name]
Account name	[Account Name]
Account number	[Account Number]
Payment terms	[Payment Terms]

NOTES

[Notes]

AUTHORIZATION

Authorized signature

Date

[Authorized Signature]

[Date]

How to use this template

A short checklist for completing your invoice.

1. Replace every bracketed placeholder with your business and customer information.
2. Review line items, totals, invoice date, and due date.
3. Confirm payment details and terms before sending.
4. Save the completed invoice as PDF and keep a copy for your records.

IMPORTANT

Adapt this template to your business needs. This resource is educational and does not replace legal, tax, accounting, financial, or regulatory advice.