

Invoice Format

Professional invoice with itemised charges & tax.

Invoice No.: _____ Date: _____

Due date: _____ GSTIN / Tax ID: _____

From (Business): _____

Bill to (Client): _____

Item / Description	Qty	Rate	Amount

Subtotal: _____ Tax (%): _____

TOTAL DUE:

Pay to (Bank / UPI): _____

Tip: Add a clear due date - it measurably speeds up payment.