|  |  |
| --- | --- |
| **INVOICE**Subject: | Academic Writing | Academic Support Ltd | United Kingdom |

|  |
| --- |
| **Business and client information** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FROM**Name

|  |
| --- |
|  |

Email

|  |
| --- |
|  |

Address

|  |
| --- |
|  |

Phone

|  |
| --- |
|  |

Business Number

|  |
| --- |
|  |

 | **BILL TO**Name

|  |
| --- |
|  |

Email

|  |
| --- |
|  |

Address

|  |
| --- |
|  |

Phone

|  |
| --- |
|  |

Business Number

|  |
| --- |
|  |

 |

|  |
| --- |
| **Invoice information** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Invoice Number

|  |
| --- |
|  |

Issue Date

|  |
| --- |
|  |

Due Date

|  |
| --- |
|  |

 | Payment Method

|  |
| --- |
|  |

Other payment terms (late fee details, discounts, etc.)

|  |
| --- |
|  |

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|  |
| --- |
| **Invoice Items** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item descriptions** | **Rate** | **Quantity** | **Amount in [insert currency]** |
| **Item #1:** |  |  |  |  |
| **Item #2:** |  |  |  |  |
| **Item #3:** |  |  |  |  |
| **Item #4:** |  |  |  |  |
| **Item #5:** |  |  |  |  |
|  |  |  | **Subtotal:** |  |
| **Notes** | **Discount:** |  |
| **20/04/2021** | **Taxes:** |  |
| **Invoice Total:** | **100.00 Euro** |