

Professional Invoice

NS-006-2026 · 4 August 2026

A polished invoice with supplier and customer details, itemized charges, tax summary, due date, payment instructions, and reference information.

Invoice details

Identify supplier, customer, invoice number, issue date, due date, purchase order, service period, and currency.

Document control	Detail
Owner	Mara Klein
Reference	NS-006-2026
Effective date	4 August 2026
Status	Ready for review

Charges

List products or services with quantity, unit, price, discount, tax rate, and line total, using externally calculated amounts.

Line item	Quantity	Unit amount	Total
Charges	2	1,250.00	2,500.00
Service and support	1	480.00	480.00

Tax and totals

Present subtotal, discounts, tax base, tax amount, credits, amount paid, and amount due without hidden calculations.

Line item	Quantity	Unit amount	Total
Tax and totals	2	1,250.00	2,500.00
Service and support	1	480.00	480.00

Payment instructions

Provide bank, payment reference, accepted methods, remittance contact, and any payment-specific instructions.

Line item	Quantity	Unit amount	Total
Payment instructions	2	1,250.00	2,500.00
Service and support	1	480.00	480.00

Terms and references

Record payment terms, late-payment treatment, delivery references, registrations, and customer support contact.

Line item	Quantity	Unit amount	Total
Terms and references	2	1,250.00	2,500.00
Service and support	1	480.00	480.00