

# 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. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

## 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. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

## Terms and references

Record payment terms, late-payment treatment, delivery references, registrations, and customer support contact. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.