YOUR LOGO

Northwind Business Services

Thank you for your business

INVOICE

No. QT-2026-0155 · 11/12/2026

CUSTOMER
Henry Clark, Clark & Co.
Business support services

BILLING
Client PO: PO-7781
Services: Business support package

SCHEDULE
Period: October - December 2026
Payment terms: Net 30

DESCRIPTION	QTY	UNIT	RATE	AMOUNT
Consulting - process review	10	hour	$85.00	$850.00
Monthly bookkeeping package	3	month	$250.00	$750.00
Payroll setup	1	job	$300.00	$300.00
Software licence (annual)	1	licence	$420.00	$420.00
Staff training workshop	1	session	$350.00	$350.00
Report & recommendations	1	report	$200.00	$200.00

Subtotal	$2,870.00
Tax (10%)	$287.00
TOTAL DUE	**$3,157.00**

PAYMENT DETAILS

Invoice no.	INV-2026-118	**Due date**	Dec 12, 2026 (Net 30)
Bank	First National · 12345678	**Reference**	Quote QT-2026-041
Client PO	PO-7781	**Late fee**	1.5% per month

TERMS & CONDITIONS

- Prices exclude tax unless stated.
- Pay by bank transfer or card and quote the document number as reference.
- Late payments may incur interest of 1.5% per month.
- Questions about this document? Contact accounts@yourcompany.com within 7 days.

Accepted by (name & signature)

Date