YOUR LOGO

Northwind Business Services

123 Business Road
Your City, ST 00000
(555) 010-2030
hello@yourcompany.com

QUOTE NO.

QT-2026-0169

DATE

11/12/2026

VALID UNTIL

12/12/2026

CUSTOMER

Henry Clark, Clark & Co.

Business support services

Quote

Accepted? Open the Invoice tab - it fills itself in.

Client PO	PO-7781
Services	Business support package
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**

Notes

- *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.*

Subtotal	$2,870.00
Tax %	10.00
Tax	$287.00
TOTAL	**$3,157.00**

Approved by: _____ Date: _____

INVOICE

Generated from the accepted quote - edit the Quote tab, not this one.

Northwind Business Services

BILL TO

Henry Clark, Clark & Co.

Business support services

Invoice No.	INV-2026-118
Invoice date	12/12/2026
Due date	01/11/2027
Quote ref.	QT-2026-0169

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**

PAYMENT

Bank transfer: First National · Acct 12345678 · Sort 00-00-00

Please quote the invoice number as your payment reference.

Payment due within 30 days. Late payments may incur 1.5% interest per month.

Subtotal	$2,870.00
Tax	$287.00
TOTAL DUE	**$3,157.00**
Amount paid	$0.00
BALANCE DUE	**$3,157.00**