

INVOICE

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Supplier / business name

Invoice number

Supplier address

Invoice date

Supplier contact

Due date

Customer name and contact

VAT number (if registered)

All amounts in ZAR. VAT defaults to zero; use VAT fields only if VAT registered.

Description	Qty	Unit price	VAT %	VAT	Total

Notes / payment terms:

Subtotal:

Discount (before VAT):

Payment instructions / reference:

VAT:

Total ZAR:

Complete and check all calculations before sending. Keep a copy for your records.
This general template does not validate your tax position or replace an issued PaidNow invoice.