

Invoice

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Invoice

- An invoice is a document given to the buyer by the seller to collect payment. It includes the cost of the products purchased or services rendered to the buyer. Invoices can also serve as legal records, if they contain the names of the seller and client, description and price of goods or services, and the terms of payment.



Receipt

A sales receipt acts as a transaction record. The seller issues a receipt when a sale is made to verify the amount paid by the buyer for the provided product or service.

It's essential to record the sales you make for your business. Receipts prove the goods or services you have exchanged for money. Without receipts, you risk the buyer, seller, and your business being unable to prove a transaction has taken place.



Invoice VS Receipt

INVOICE v RECEIPT OVERVIEW



	INVOICE	RECEIPT
HIGH LEVEL	A request for payment	Proof of payment
SENT WHEN?	Before payment is made	After payment is made
WHY IT MATTERS...	As a record of services provided and a statement of payment owed.	As both record and evidence of money received.

7 Basic Elements You Must Include in Your Invoices

These are the basic elements every invoice should include:

1. The logo of the business
2. The sender's name and contact information
3. The client's name and contact information
4. The invoice number, the date it was issued, and the due date for payment
5. An itemized breakdown of the services and/or products provided
6. The invoice summary, including the subtotal, any taxes added, and the total
7. Invoice terms – the payment methods the business accepts, the period of time within which the payment is due, and any other information that could be relevant (e.g., your return policy)

Your Company Information

Logo Of Company

Name of the company

Name Accountant | Accounts Receivable

Phone Number Of Accountant

Email of accountant or who is preparing Invoice

Adrss of Company

Bank Account Information

Name bank

Account name

Account no:

Swift Code:

IBAN no:

Client Information

Invoice No :

Invoice Month :

Date : 4/18/2023

Due Date : 5/18/2023

Customer ID :

Contract No :

Officially-Reliability

Signature

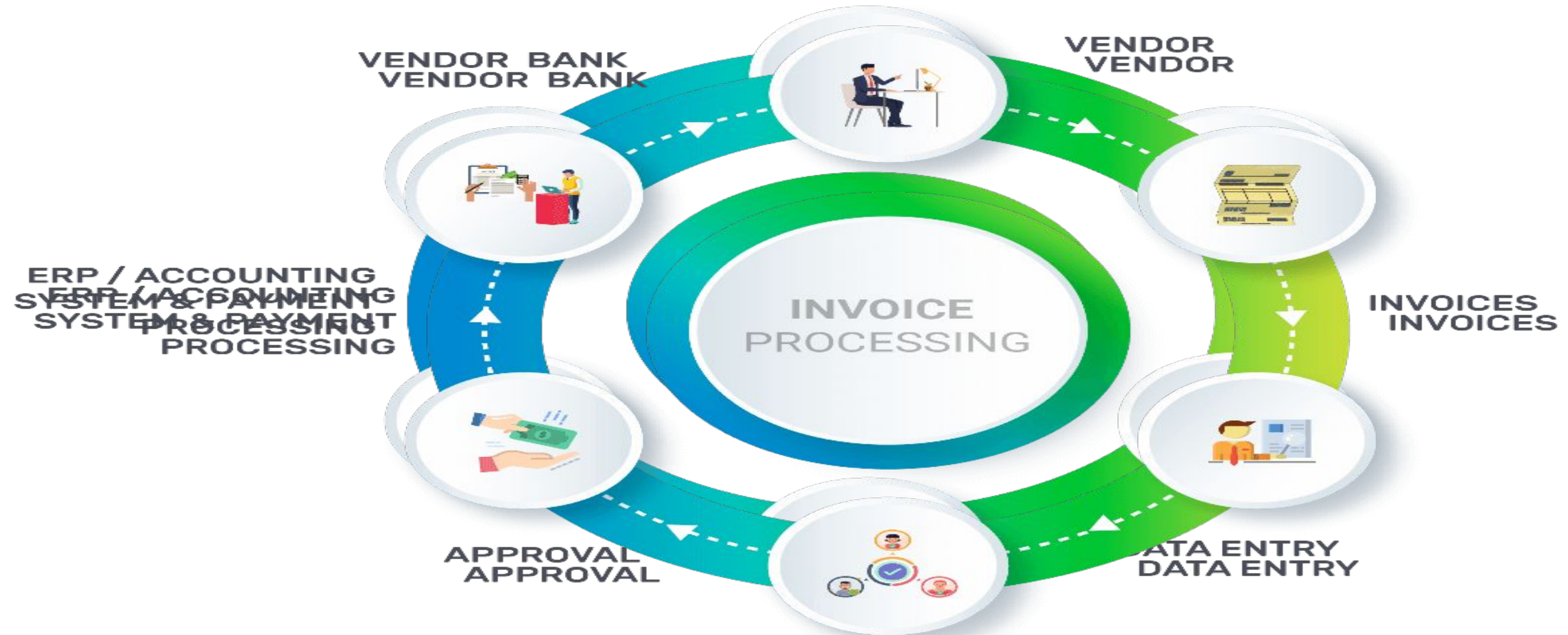
Signature



Payment Process

- Issue Contract, PO, JO, and Work release, Call-Off.
- Providing Services or Goods.
- Collect Support Documents for Preparing Invoices.
- Preparing Invoices
- Submitting invoices.

Invoices process submitting





**THANK
YOU**