INVOICE

SalesPal · salespal.online

Blank template — replace the grey text. Turn over for a filled example.

FROM (YOUR BUSINESS)

Your business name
Your address
Your phone number

INVOICE NO.	DATE	DUE DATE
INV-001	12/11/2026	26/11/2026

BILL TO

Customer name
Customer address
Customer phone

Description	Qty	Unit price (₦)	Amount (₦)
Cotton fabric (6 yards)	2	₦18,000.00	₦36,000.00
Lace material	1	₦22,000.00	₦22,000.00
Sewing (tailoring)	3	₦5,000.00	₦15,000.00

Subtotal	₦_____
VAT (7.5%)	₦_____
TOTAL	**₦_____**

PAYMENT DETAILS

Bank name — account number — account name
TIN: your tax ID (if you have one)

NOTES

Payment terms (e.g. due within 14 days). Add anything the customer must know — delivery, returns, a thank-you line.

₦ Naira amounts · VAT at 7.5% where you are required to charge it · keep a copy for your records · template by SalesPal (salespal.online)