

Non-Profit Business Plan Invoice Template

Business Plan Invoice for _____ [State the name of the non-profit business] Invoice no. _____			
Address: _____ _____ [Specify the address of the company] Phone no. _____ [State the phone number] Date of Invoice: __/__/____ [dd/mm/yy] [Mention the date on which this invoice was dispatched]			
Client Information: [Specify the required client contact details] Name: _____ Address: _____ Phone no. _____ Email Address: _____			
Job Information: [State the specifics of the product]			
Project Name: [State the name of the project]	Description: [Provide a brief description of the job in a step by step manner]	Job Code [Provide the unique code number of the project for recording purposes]	Amount Due
Billing and Payment: [Specify the exact details of the bill and mode of payment]			
Payable Amount:			
Labor Services:			
Service Tax:			
Grand Amount:			
Payment Period: [To be paid within 30 days of dispatch]		_____ to _____ [dd/mm/yy]	
Mode of Payment: _____ Bank Account no. _____			
Company Seal: _____ [The company seal must be provided here]			

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