# 📄 **Invoice & Receipt Templates**

*A comprehensive guide to creating professional invoices and receipts for your business.*

## **🔹What’s the Difference Between an Invoice & a Receipt?**

| **Feature** | **Invoice** | **Receipt** |
| --- | --- | --- |
| Purpose | Requests payment from a customer | Confirms payment was received |
| Timing | Sent before payment is made | Issued after payment is completed |
| Key Details | Products/services, payment due date, total amount | Payment method, date paid, transaction reference |

💡 Example:

* If you own a store, you send an invoice when a customer orders.
* You issue a receipt once the payment is made.

## **1️⃣ Invoice Template (For Requesting Payment)**

📌 Best Practices for an Invoice:  
 ✔ Be clear and professional.  
 ✔ Include all necessary details (business name, itemized list, payment terms).  
 ✔ Set payment deadlines to ensure timely payments.

### 📑 Sample Invoice Template:

Your Business Name

Business Address

Phone Number

Email

Website

🧾 INVOICE  
 Invoice Number: [0001]  
 Date: [MM/DD/YYYY]  
 Due Date: [MM/DD/YYYY]

Bill To:  
 [Customer Name]  
 [Customer Address]  
 [Customer Email]

| **Item/Service** | **Quantity** | **Unit Price (₦)** | **Total (₦)** |
| --- | --- | --- | --- |
| Product A | 2 | ₦50 | ₦100 |
| Product B | 1 | ₦30 | ₦30 |
| Service X | 5 hours | ₦20 | ₦100 |

💰 Subtotal: $230  
 💳 Tax (5%): $11.50  
 🚚 Shipping Fee: $10  
 🔹 Total Amount Due: $251.50

Payment Methods: ✅ Bank Transfer | ✅ Credit Card | ✅ Mobile Payment

📌 Payment Due By: [MM/DD/YYYY]

Notes:

* Payments not received by the due date will incur a late fee of X%.
* If you have any questions, contact us at [Your Email].

## **2️⃣ Receipt Template (Proof of Payment Received)**

📌 Best Practices for a Receipt:  
 ✔ Include transaction details (date, method, reference number).  
 ✔ Specify amount paid and any balance remaining.  
 ✔ Ensure receipts are easy to read and accessible.

### 📑 Sample Receipt Template:

Your Business Name  
Business Address

Phone Number

Email

Website

📜 RECEIPT  
 Receipt Number: [0001]  
 Date of Payment: [MM/DD/YYYY]

Issued To:  
 [Customer Name]  
 [Customer Email]

| **Item/Service** | **Quantity** | **Unit Price (₦)** | **Total (₦)** |
| --- | --- | --- | --- |
| Product A | 2 | ₦50 | ₦100 |
| Product B | 1 | ₦30 | ₦30 |
| Service X | 5 hours | ₦20 | ₦100 |

💰 Subtotal: ₦230  
 💳 Tax (5%): ₦11.50  
 🚚 Shipping Fee: ₦10  
 ✔ Total Paid: ₦251.50

Payment Method: ✅ Credit Card | ✅ Mobile Payment | ✅ Bank Transfer  
 Transaction Reference: [XXXX-YYYY-ZZZZ]

📌 Thank you for your business!

## 🔹 **Additional Features for Invoices & Receipts**

✅ Discounts & Promotions: If offering a discount, include a section:

| Original Price (₦) | Discount Applied (₦) | Final Price (₦) |
| --- | --- | --- |
| ₦100 | ₦10 | ₦90 |

✅ Installment Payment Tracking: If customers pay in parts, include:

| Date | Amount Paid (₦) | Balance Remaining (₦) |
| --- | --- | --- |
| 01/01/2025 | ₦100 | ₦151.50 |
| 01/15/2025 | ₦151.50 | ₦0 |

✅ Automated Invoice Numbers: Use unique invoice numbers (e.g., INV-2025-001) to track transactions easily.