

INVOICE TEMPLATE (COMPANY LETTERHEAD)

Your Company Name
Address
Phone | Email
KRA PIN: _____

INVOICE

Bill To:
Client Name
Company Name
Address
Phone | Email

Invoice No: _____
Date: _____
Due Date: _____

Description	Quantity	Unit Price	Total

Subtotal: _____
VAT (if applicable): _____
TOTAL: _____

Terms & Conditions

1. Cost of Recovery Clause:

Any overdue accounts will attract a 2% monthly interest charge and all costs incurred during the recovery process.

2. Delivery Confirmation:

Received in good condition as per Delivery Note No: _____.

3. Dispute Window:

Any discrepancies regarding this invoice must be communicated in writing within 7 days of receipt.

4. Payment Terms:

Payment is due within _____ days from the invoice date via bank transfer / mobile money.

Authorized Signature: _____