



INVOICE

Invoice No:

Date:

Due Date:

SERVICE PROVIDER

Company:

Address:

Email:

Phone:

CLIENT

Company:

Address:

Contact:

Email:

PROJECT REFERENCE DETAILS

Project Name:

SOW / Contract ID:

Project Manager:

Purchase Order:

MILESTONE ID	DESCRIPTION / DELIVERABLE NAME	COMPLETION DATE	AMOUNT

PAYMENT INSTRUCTIONS

Bank Name:

Account Name:

Account No:

IBAN/Swift:

Subtotal:

Tax / VAT:

Withholding:

Total Due:

PREPARED BY (BPO AUTHORIZED REPRESENTATIVE)

APPROVED BY (CLIENT SIGN-OFF)