[Your agency name]

Invoice

[Street address, city, country]
[Phone] · [Email] · [Website]
Tax registration no.: [Your number, if you are registered]

Bill to

[Client or partner agency name]
[Street address]
[City, country]
[Tax no., if the client has one]
[Email]

Invoice no.	[INV-0000]
Invoice date	[DD Month YYYY]
Trip reference	[Your trip or booking reference]
Lead traveller	[Name, as on the passport]
Travel dates	[DD Month YYYY] to [DD Month YYYY]
Currency	[CUR]

No.	Description	Travel date	Qty	Unit price	Total
	[Service: what, where, nights or people]				

Payment instructions

[Bank name and branch]
[Account name] · [Account number]
[SWIFT or IBAN, or your local bank code]
[Other ways to pay, e.g. a payment link]
Please quote the invoice number with your payment.

Subtotal		
Tax (your rate)	[Your rate]	
Total		
Deposit paid	[Date paid]	
Balance due		
Balance due by		[DD Month YYYY]

Total in words: [Write the total in words, where your country requires it]

Cancellation

[Your cancellation terms for this booking: what is charged if the client cancels, and from when]

Notes

[Anything else the client needs to know, e.g. what this invoice covers]