

[Your Business Name]

[Street address, suburb, city, postal code]

Tel: [phone] · Email: [email]

VAT No: [your VAT number]

Company Reg No (CIPC): [if registered]

TAX INVOICE

Air conditioning

Invoice No: INV-0001

Date of issue: [dd/mm/yyyy]

Payment due: [dd/mm/yyyy]

Bill to

[Client name or company]

[Client address]

Tel: [client phone] · Email: [client email]

Client VAT No: [if the client is VAT registered]

Job / site: [site address or job reference]

Work done

Description	Qty	Unit price (R)	Amount (R)
12 000 BTU inverter split unit	1	8 900.00	8 900.00
Brackets, piping and electrical (per m)	5	280.00	1 400.00
Installation labour	1	2 200.00	2 200.00
Annual service	1	750.00	750.00

The grey lines are examples: type over them with your own items and prices.

Subtotal (excl. VAT)	R
VAT (15%)	R
Total (incl. VAT)	R

Payment details

Bank: [bank name]

Account holder: [account holder]

Account number: [account number] · Branch code: [branch code]

Payment reference: INV-0001

Terms

- Payment is due by the date shown above.
- Please use the invoice number as your payment reference.
- [Add any late-payment or other terms here]

Not VAT registered? Change the heading to INVOICE and remove the VAT number and VAT line.