

[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

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)
<i>Example: Supply and install 150L geyser (replace this line)</i>	1	7 500.00	7 500.00

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.