

Yearly Invoice Report

Date: **[Insert Date]**

To: **[Client Name]**

Address: **[Client Address]**

Invoice Summary

Invoice Number	Date	Amount	Status
[Invoice #1]	[Date]	[Amount]	[Paid/Unpaid]
[Invoice #2]	[Date]	[Amount]	[Paid/Unpaid]

Total Invoices

Total Amount Invoiced: **[Total Amount]**

Total Amount Paid: **[Total Paid]**

Total Outstanding Amount: **[Outstanding Amount]**

Analysis

This section provides an analysis of the yearly invoices.

Average Monthly Invoiced Amount: **[Average Amount]**

Highest Invoice Amount: **[Highest Amount]**

Lowest Invoice Amount: **[Lowest Amount]**

Conclusion

Thank you for your continued business, and we look forward to serving you in the coming year.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]