

Invoice Issuance Instructions

Dear [Client Name],

We are pleased to welcome you as our esteemed client. To ensure smooth processing of your invoices, please follow the instructions outlined below:

Invoice Issuance Process

1. All invoices must be submitted electronically in PDF format.
2. Include a unique invoice number on each document.
3. Detail all products/services provided with corresponding dates.
4. Ensure your company name and address are clearly stated.
5. Send the invoice to billing@company.com.

Payment Terms

Payments are due within 30 days of receiving the invoice. Please reference the invoice number when making payments.

If you have any questions regarding invoice issuance, do not hesitate to reach out to us.

Thank you for your cooperation!

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]