

Invoicing Guidelines

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Company Name]

Subject: Invoicing Guidelines

Dear [Recipient's Name],

We hope this message finds you well. To streamline our invoicing process, we would like to outline the following guidelines:

1. Invoice Format

All invoices should be submitted in PDF format and contain the following information:

- Invoice Number
- Date of Issue
- Due Date
- Bill To: [Client's Name and Address]
- Description of Goods/Services Provided
- Total Amount Due
- Payment Instructions

2. Submission Method

Submit invoices via email to [insert email address]. Ensure the subject line reads "Invoice #[Invoice Number]".

3. Payment Terms

Payments are due within [insert number] days from the invoice date. Late payments may incur a fee.

4. Contact Information

If you have any questions regarding the invoice, please contact us at [insert contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]