PROFESSIONAL INVOICE SAMPLE

Corneli Rautenbach Bookkeeping Services
Remote Bookkeeping | Payroll | VAT Administration
Polokwane, Limpopo, South Africa
Email: cornelijordaan77@gmail.com
Phone: 067 085 9007

Invoice Number:	INV-2026-001
Invoice Date:	23 May 2026
Client:	ABC Property Solutions Ltd
Due Date:	30 May 2026

Description	Hours	Rate	Amount
Monthly Bookkeeping & Reconciliations	10	R350	R3,500
VAT Administration & Submission Support	4	R350	R1,400
Payroll Administration	3	R350	R1,050

Subtotal	**R5,950**
VAT (15%)	**R892.50**
Total Due	**R6,842.50**

Payment Terms:
Payment due within 7 days of invoice date.
Thank you for your business and support.