**Bakery Invoice Template**

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| --- | --- | --- | --- | --- |
| [Details of the bakery by whom the invoice is being prepared]  Name of bakery shop:  Address:  Contact Number: | | | | |
| **INVOICE NO** | | [an unique reference number for the invoice] | | |
| **DATE OF ISSUING THE INVOICE** | | [specify in dd/mm/yy format] | | |
| **INVOICE CREATED BY** | | [name of the individual by whom the invoice is to be created] | | |
| **INVOICE CREATED FOR:**  **ADDRESS:** | |  | | |
| **Bakery products to be delivered on:** [specify the shipping address where the bakery products is to be delivered] | | | | |
| **Billing Information** | | | | |
| Invoiced Items | Quantity purchased | | Rate per quantity | Total amount |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
| Total amount:  Sales tax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [specify in percentage %]  Discount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [mention if any discount percentage is given to the customer(s)]  Grand total amount inclusive of all taxes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Amount paid in advance: \_\_\_\_\_\_\_\_\_\_\_\_  Due amount to be paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Mode of Payment:**  [Mention the mode of payment by which the amount is being paid off to the bakery shop by the customer (s).] | | | | |
| * Credit/Debit Cards   Specify the transaction number \_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Internet Banking   Account no\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of the bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Bank’s branch name \_\_\_\_\_\_\_\_\_\_\_\_   * Cheque / Cash | | | | |
| [Authorization of both the buyer and seller in order to make the invoice document authentic]  Signature of the bakery shop authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the buyer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

More at **invoice-template.org**