|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | CASH MEMO | |  | |  |  | | |  | |
|  | **Cash Memo number**  00001 | **Date of issue**  DD/MM/YYYY |  | |  |  | | |
|  |  |  |  | |  |  | | |
|  | **Billed to**  Client Name  Street address  City, State Country  Pin Code | **Your company name**  123 Your Street, City, State, Country, Pin Code  your phone no  your@email.com  yourwebsite.com | | | | | | |  |  |  |
|  |  |  | |  | | |  |  |  | |  |
|  | **Description** | | | **Quantity** | | |  | **Price/Unit** | **Amount** | |  |
|  |  | | |  | | |  |  |  | |  |
|  | Your item name | | | 1 | | |  | 100 | 100 | |  |
|  | Your item name | | | 1 | | |  | 100 | 100 | |  |
|  | Your item name | | | 1 | | |  | 100 | 100 | |  |
|  | Your item name | | | 1 | | |  | 100 | 100 | |  |
|  | Your item name | | | 1 | | |  | 100 | 100 | |  |
|  | Your item name | | | 1 | | |  | 100 | 100 | |  |
|  | Your item name | | | 1 | | |  | 100 | 100 | |  |
|  |  | | |  | | |  |  |  | |  |
|  |  |  | |  | | |  |  |  | |  |
|  |  |  | |  | | |  | **Subtotal** | 700.00 | |  |
|  |  |  | |  | | |  | **Discount** | 50.00 | |  |
|  |  |  | |  | | |  | **(Tax rate)** | 0% | |  |
|  |  |  | |  | | |  | **Tax** | 0.00 | |  |
|  |  |  | |  | | |  |  |  | |  |
|  |  |  | |  | | |  |  |  | |  |
|  |  |  | |  | | |  | **Invoice total** | ₹**650** | | |
|  |  | | |  | | |  |  |  | |  |
|  | **Terms**  E.g., Items are non-returnable | | |  | | |  |  |  | |  |