

# INVOICE

Global Logistics Solutions Ltd.

**Invoice #:** [0000]

**Date:** [YYYY-MM-DD]

---

**Billed To:**

[Client Company Name]

[Department / Employee Name]

[Street Address]

[City, Country, Postal Code]

**Trip Details:**

Destination: [City, Country]

Duration: [Start Date] - [End Date]

Project Code: [Code Number]

CATEGORY	DESCRIPTION	CURRENCY	AMOUNT
Airfare	[Flight Route - Class]	[USD]	0.00
Accommodation	[Hotel Name - Nights]	[USD]	0.00
Ground Transport	[Car Rental / Rail / Transfers]	[USD]	0.00
Per Diem	[Meals & Incidentals x Days]	[USD]	0.00
Visa/Admin	[Processing Fees]	[USD]	0.00

Subtotal: [0.00]

Tax / VAT: [0.00]

**Total Amount Due: [0.00] [Currency]**

---

**Payment Terms:** Net 30 days from date of invoice.

**Bank Details:** SWIFT: [CODE] | IBAN: [NUMBER] | Bank: [NAME]

Please include the invoice number in your wire transfer reference.