

[NGO LOGO]

INVOICE

Invoice #: [0000]
Date: [DD/MM/YYYY]
Project Code: [CODE-000]

FROM: ORGANIZATION DETAILS

[NGO Name]
[Regional Office Address]
[Country/Mission]
Tax ID/Reg: [Number]
Email: [Contact Email]

BILL TO: DONOR/PARTNER

[Donor Agency/HQ Name]
[Department/Grant Manager]
[Office Address]
[City, Country]
Reference: [Grant/PO Number]

Operation Details: [Mission Name] | **Funding Source:** [Grant ID] | **Currency:** [USD/EUR/Local]

Description / Budget Line Item	Quantity	Unit Cost	Total
[Item Name / Description of Service]	[0]	[0.00]	[0.00]
[Item Name / Description of Service]	[0]	[0.00]	[0.00]

Description / Budget Line Item	Quantity	Unit Cost	Total
[Item Name / Description of Service]	[0]	[0.00]	[0.00]
Subtotal: [0.00]			
Tax/VAT (if applicable): [0.00]			
Amount Due ([CUR]): [0.00]			

PAYMENT INSTRUCTIONS

Bank Name: [Name]
 SWIFT/BIC: [Code]
 IBAN/Account: [Number]
 Account Holder: [NGO Name]

This invoice is related to humanitarian/development operations. All expenditures are subject to audit as per [Grant Agreement Number].