

[Agency Name]
[Street Address]
[City, State, Zip]
[Phone Number]
[Tax ID/VAT Number]

INVOICE

No: [Invoice Number]
Date: [Date]

BILL TO:
[Landlord Name/Company]
[Address Line 1]
[Address Line 2]
TENANCY REFERENCE:
Property: [Commercial Property Address]
Tenant: [Tenant Company Name]
Lease Term: [Start Date] to [End Date]

Description	Base Amount	Rate (%)	Total
Lease Commission (Commercial Tenancy Agreement)	[Annual Rent Amount]	[X]%	[Amount]
Marketing & Administration Fees	-	-	[Amount]
Subtotal: [Amount] Tax ([X] %): [Amount]			

TOTAL DUE: [Currency] [Total Amount]
PAYMENT TERMS:
Payable within [Number] days of invoice date.

BANKING DETAILS:

Bank Name: [Bank Name]

Account Name: [Account Name]

Account Number: [Number]

Swift/BIC: [Code]

Thank you for your business. If you have any questions regarding this invoice, please contact [Name] at [Email Address].