

## **Electronic document: Invoice**

### **Assessment Task**

#### **Develop an electronic invoice template (Individual activity) (LO3 SA4)**

For this activity you would need access to a computer.

Make use of the word processing skills you have obtained to create an invoice template for an imaginary business that the owner can use to create electronic invoices.

Include the following on the invoice:

An invoice number

A letterhead containing the business's name, all contact details.

A section in which a description of goods or services rendered can be given.

A section where the amount that is owed to the business can be indicated.

Make the invoice interesting by using different fonts.

You will need to save the document as a template.