|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INVOICE | |  |  |  |
| <Your Company Name> |  |  |  | **DATE** |
| <123 Street Address> |  |  |  |  |
| <City, State, Zip/Post Code> |  |  |  | **INVOICE NO.** |
| <Phone Number, Email> |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | *<Payment terms (due on receipt, due in X days)>* | | |
| **BILL TO** |  | **SHIP TO** |  |  |
| <Contact Name> |  | <Name / Dept> |  |  |
| <Client Company Name> |  | <Client Company Name> |  |  |
| <Address> |  | <Address> |  |  |
| <Phone> |  | <Phone> |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | | **QTY** | **UNIT PRICE** | **TOTAL** |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
| Remarks / Payment Instructions: |  |  | **SUBTOTAL** | 0.00 |
|  | |  | **DISCOUNT** | 0.00 |
|  | **TAX RATE** | 0.00% |
|  | **TOTAL TAX** | 0.00 |
|  | **SHIPPING/HANDLING** | 0.00 |
|  | |  | **Balance Due** | **$ -** |