|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | INVOICE |  |  |  |
|  | <Your Company Name> |  |  |  | DATE |
|  | <Your Address> |  |  |  |  |
|  | <Phone Number> |  |  |  | INVOICE NO. |
|  | <Email Address> |  |  |  |  |
|  |  |  | *<Payment terms (due on receipt, due in X days)>* |
|  | BILL TO |  | PROJECT DETAILS |
|  |  |  |  |  |  |
|  | <Contact Name> |  | <Project Name / Dept> |  |
|  | <Client Company Name> |  | <Project Description> |
|  | <Address> |  |
|  | <Phone> |  |
|  | <Email> |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | DATE | DESCRIPTION | RATE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | DISCOUNT | $0.00 |
|  |  | TOTAL PRE-TAX | $0.00 |
|  |  | TAX RATE | 0.00% |
|  |  | TOTAL TAX | $0.00 |
|  |  |  | Balance Due | $ - |
|  |  |
|  |  |  |  |  |  |  |
|  | Terms & Instructions |  |  |  |  |  |
|  | <Add payment instructions here, e.g: bank, paypal...> |  |
|  | <Add terms here, e.g: warranty, returns policy...> |  |