<Company

# Name>

**INVOICE**

<123 Street Address, City, State, Zip/Post>

<Website, Email Address>

<Phone Number>

|  |  |  |
| --- | --- | --- |
| **BILL TO** | **SHIP TO** | **Invoice No:**#INV00001 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| <Contact Name> | <Name / Dept> | | **Invoice Date:**11/11/11 | |
| <Client Company Name> | <Client Company Name> | | **Due Date:**12/12/12 | |
| <Address> | <Address> | |  | |
| <Phone, Email> | <Phone> | |  | |
| **DESCRIPTION** | **QTY** | **UNIT PRICE** | | **TOTAL** | |  |
|  |  |  | | 0.00 | |
|  |  |  | | 0.00 | |  |
|  |  |  | | 0.00 | |  |
|  |  |  | | 0.00 | |  |
|  |  |  | | 0.00 | |  |
|  |  |  | | 0.00 | |  |
|  |  |  | | 0.00 | |  |
|  |  |  | | 0.00 | |  |
|  |  |  | | 0.00 | |  |
|  |  |  | | 0.00 | |  |
|  |  |  | | 0.00 | |  |

**SUBTOTAL** 0.00

|  |  |  |
| --- | --- | --- |
| Thank you for your business!  **Terms & Instructions** | **DISCOUNT**  **SUBTOTAL LESS**  **DISCOUNT**  **TAX RATE**  **TOTAL TAX**  **SHIPPING/HANDLING** | 0.00 |
| 0.00 |
| 0.00% |
| 0.00 |
| 0.00 |
| **Balance Due** | **0** |
|  |

<Add payment instructions here, e.g: bank, paypal...>

<Add terms here, e.g: warranty, returns policy...>