|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | INVOICE |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **DATE** |  |
|  | |  |  |  |  |  |  |  |
|  |  |  |  |  | **INVOICE NO.** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | |  |
|  |  | *<Payment terms (due on receipt, due in X days)>* | | | |  |
|  |  |  | **BILL TO** |  | **SHIP TO** |  |  |  |
|  | Your Company Name |  | Contact Name |  | Name / Dept | | |  |
|  | 123 Street Address |  | Client Company Name |  | Client Company Name | | |  |
|  | City, State, Zip/Post Code |  | Address |  | Address | | |  |
|  | Phone Number |  | Phone, Email |  | Phone | | |  |
|  | Website |  |  |  |  |  |  |  |
|  | Email |  | **DESCRIPTION** | | **QTY** | **UNIT PRICE** | **TOTAL** |  |
|  |  |  |  | |  |  | 0.00 |  |
|  |  |  |  | |  |  | 0.00 |  |
|  |  |  |  | |  |  | 0.00 |  |
|  |  |  |  | |  |  | 0.00 |  |
|  |  |  |  | |  |  | 0.00 |  |
|  |  |  |  | |  |  | 0.00 |  |
|  |  |  |  |  |  | **SUBTOTAL** | 0.00 |  |
|  |  |  | Remarks / Payment Instructions: | |  | **DISCOUNT** | 0.00 |  |
|  |  |  |  | **SUBTOTAL LESS DISCOUNT** | 0.00 |  |
|  |  |  |  | **TAX RATE** | 0.00% |  |
|  |  |  |  |  |  | **TOTAL TAX** | 0.00 |  |
|  |  |  |  |  |  | **SHIPPING/HANDLING** | 0.00 |  |
|  |  |  |  |  |  | **Balance Due** | **$ -** |  |
|  |  |  |  | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | Company Signature |  | Client Signature | |  |  |
|  |  |  |  | | | | |  |
|  |  |  |  |  |  |  |  |  |