|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Company Name | **INVOICE** |  |
|  | 123 Street Address, City, State, Zip/Post |  |  |
|  | Website, Email Address |  |
|  | Phone Number |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **BILL TO** |  | **SHIP TO** | **Invoice No:** | #INV0000 |  |
|  | 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 |  |
|  |  |  |  | **SUBTOTAL** | 0.00 |  |
|  | Thank you for your business! |  | **DISCOUNT** | 0.00 |  |
|  |  | **SUBTOTAL LESS DISCOUNT** | 0.00 |  |
|  |  | **TAX RATE** | 0.00% |  |
|  |  | **TOTAL TAX** | 0.00 |  |
|  |  | **SHIPPING/HANDLING** | 0.00 |  |
|  |  |  | **Balance Due** | **$ -** |  |
|  |  |  |
|  | **Terms & Instructions** |  |  |  |  |  |
|  | <Add payment instructions here, e.g: bank, paypal...> |  |
|  | <Add terms here, e.g: warranty, returns policy...> |  |
|  |  |  |
|  |  |  |  |  |  |  |