INVOICE

**[Company Name]**

[Street Address] [City, ST, ZIP]

[Phone] [Email]

**INVOICE #** <ref number>

**ORDER #** <order number>

**TERMS** <terms>

**DATE** <date>

**DUE DATE** <due date>

**If you have any questions about this invoice, please contact**

[Name, Phone, Email Address]

# BILL TO

<customername>

<billingaddress>

# SHIP TO (IF DIFFERENT)

<customername>

<shippingaddress>

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **QUANTITY** | **$/UNIT** | **AMOUNT** |
| <item description> | <qty> | <rate> | <amount> |
| <item description> | <qty> | <rate> | <amount> |
| <item description> | <qty> | <rate> | <amount> |
| <item description> | <qty> | <rate> | <amount> |

**THANK YOU**

**FOR DOING BUSINESS WITH US!**

|  |  |
| --- | --- |
| **TAX** | **<tax>** |
| **SUB TOTAL** | **<subtotal>** |
| **DISCOUNT** | **<discountaftertax>** |
| **TOTAL** | **<total>** |