|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Invoice | |  | | | Date: | [Enter date here] | |
| Invoice #: | [Enter invoice # here] | |
| **[Your Company Name]** | | | |  | **Bill To:** | | |
| [Address Line 1] | | | |  | [Client’s Name or Company Name] | | |
| [Address Line 2] | | | |  | [Address Line 1] | | |
| [City], [State], [Zip Code] | | | |  | [Address Line 2] | | |
| [Phone/Email] | | | |  | [City], [State], [Zip Code] | | |
| **Description** | | | | **Quantity** | **Unit Price** | | **Total** |
|  | | | |  |  | |  |
|  | | | |  |  | |  |
|  | | | |  |  | |  |
|  | | | |  |  | |  |
|  | | | |  |  | |  |
|  | | | |  |  | |  |
|  | | | |  |  | |  |
|  | | | |  |  | |  |
|  | | | |  |  | |  |
|  | | | |  |  | |  |
|  | | | |  |  | |  |
|  |  | | |  | Subtotal: | |  |
| Tax Rate: | |  |  | Tax: | |  |
| Payment Terms: | | Net 30 | **Total Amount Due:** | | |  |