



Sample Invoice Template

COMPANY NAME

<Name>

<Address>

<Phone>

<Email>

DATE

8/8/2024

INVOICE NO.

76543

<Payment terms (due on receipt, due in X days)>

BILL TO

<Name / Dept>

<Client Company Name>

<Address>

<Phone>

| DESCRIPTION | QTY | UNIT PRICE | TOTAL |
|-------------|-----|------------------------|----------|
| | 1 | \$ 5.00 | \$ 5.00 |
| | 1 | \$ 7.00 | \$ 7.00 |
| | 1 | \$ 6.00 | \$ 6.00 |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | SUBTOTAL | \$ 18.00 |
| | | DISCOUNT | \$ 2.00 |
| | | SUBTOTAL LESS DISCOUNT | \$ 16.00 |
| | | TAX RATE | 8% |
| | | TOTAL TAX | \$ 1.28 |
| | | SHIPPING/HANDLING | \$ 2.99 |
| | | BALANCE DUE | \$ 20.27 |

Remarks / Payment Instructions: Payment due within Net 30 days. Late payments may incur a 2% monthly interest. Taxes applied as per local regulations.

Make all checks payable to <company name>. Or submit payment via Venmo: <venmo account> or Paypal: <paypal account>

Company Signature X

Client Signature X

This invoice is brought to you by

**Thank you for your business!**

