

LOGO

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

Thank you for your business!

This invoice is brought to you by
 **OnlineInvoices**

