

SIMPLE RECEIPT TEMPLATE

YOUR LOGO

INVOICE

Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address

INVOICE NO.	DATE
CUSTOMER ID	TERMS

BILL TO

ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address

SHIP TO

ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890

DESCRIPTION	AMOUNT
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Remarks / Instructions:

	SUBTOTAL	\$ -
enter total amount	DISCOUNT	\$ -
	SUBTOTAL LESS DISCOUNT	\$ -
enter percentage	TAX RATE	0.00%
	TOTAL TAX	\$ -
	SHIPPING/HANDLING	\$ -
	OTHER	\$ -
	TOTAL	\$ -

Please make check payable to Your Company Name.

THANK YOU

For questions concerning this invoice, please contact
Name, (321) 456-7890, Email Address
yourwebaddress.com