



INVOICE

DATE:20/01/2024

INVOICE NO.: 76543

COMPANY NAME

<Name>
<Address>
<Phone>
<Email>

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

Remarks / Payment Instructions:

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
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Make all checks payable to <company name>.

Or submit payment via Venmo: <venmo account> or Paypal: <paypal account>

Client Signature X

Thank you for your business!