

LOGO

INVOICE

DATE: 8/8/24

INVOICE NO.: 76543

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

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

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!