

BASIC INVOICE TEMPLATE

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INVOICE

DATE

INVOICE NO.

Payment due upon receipt.

BILL TO

SHIP TO

DESCRIPTION	TOTAL

Remarks / Instructions:

SUBTOTAL

enter total amount DISCOUNT

SUBTOTAL LESS DISCOUNT

enter percentage TAX RATE

TOTAL TAX

SHIPPING/HANDLING

OTHER

TOTAL

Please make check payable to

THANK YOU

For questions concerning this invoice, please contact

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