

Enter a name or a cell range, or select a named range from the list

(Company Slogan)

(Store Address)

(City, ST ZIP)

Phone: (402) 555-1234

Fax: (402) 555-5678

BILL TO

(Name)

(Company Name)

(Store Address)

(City, ST ZIP)

(Phone)

DESCRIPTION	TAXED	AMOUNT
(Service Fee)		130.00
(Labor: 5 hours at \$75/hr)		375.00
(Rate)	X	145.00

OTHER COMMENTS

1. This payment due in 30 days.

2. Please include this invoice number in your check.

DATE 1/31/15

INVOICE # 123456

CUSTOMER ID 123

INVOICE

U27179412

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[Free Invoice Template](#)

Place an 'X' in the Taxed column if the amount is taxable

Subtotal	\$	650.00
Taxable	\$	145.00
Tax rate		5.25%
Tax due	\$	21.56
Total	\$	816.56
TOTAL Due	\$	971.56

Make all checks payable to

(Your Company Name)

The sum 21.56 corresponds with an 'X' in the Taxed column

Enter the Tax Rate

Always change 'Other' to 'Shipping' if applicable