



Invoice

Get paid fast with great looking invoices and online payments.
Designed for small businesses.

Tired of doing invoices manually? Do you want to get paid earlier? Sign up for Microsoft Invoicing today.

Invoice

Street Address
City, ST ZIP Code
Phone Enter phone | Fax Enter fax
Email | Website

INVOICE # Invoice No
DATE Enter date

TO:

Name

Company Name

Street Address

City, ST ZIP Code

Phone Enter phone | **Email**

FOR Project or service description

P.O. # P.O. #

Description	Amount
Enter description 1	Enter amount
Enter description 2	Enter amount
Enter description 3	Enter amount
Enter description 4	Enter amount
Enter description 5	Enter amount
Enter description 6	Enter amount
Enter description 7	Enter amount
Enter description 8	Enter amount
Enter description 9	Enter amount
Total	Enter total amount

Make all checks payable to Company Name

Payment is due within 30 days.

If you have any questions concerning this invoice, contact Name | Phone | Email

Thank you for your business!



[OFFICE ADDRESS]

[PHONE NUMBER]

[EMAIL]