



<Your Company Name>
<Your address>
<Your contact details>

INVOICE

DATE

INVOICE NO.

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

BILL TO

<Contact Name>
<Client Company Name>
<Address>
<Phone>
<Email>

SHIP TO

<Name / Dept>
<Client Company Name>
<Address>
<Phone>

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Widget 1	1	\$ 5.00	5.00
Item 2	1	\$ 7.00	7.00
Tool 3	1	\$ 8.00	8.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

Remarks / Payment Instructions:

SUBTOTAL	20.00
DISCOUNT	2.00
SUBTOTAL LESS DISCOUNT	18.00
TAX RATE	8.00%
TOTAL TAX	1.44
SHIPPING/HANDLING	0.00
Balance Due	\$ 19.44