

# 01 Invoice

## INVOICE

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### FROM

[YOUR COMPANY NAME]

[Address]

[City, State ZIP]

[Phone]

[Email]

[Website]

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### BILL TO

[CUSTOMER NAME]

[Address]

[City, State ZIP]

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### INVOICE DETAILS

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### SERVICE DESCRIPTION

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### SUMMARY

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☐ \*Tax rate: %

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## PAYMENT TERMS

- **\*\*Due Date:\*\***

☐ - **\*\*Late Fee:\*\*** % per month on overdue balance

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## PAYMENT METHODS

- **\*\*Cash\*\*** - Pay in person

- **\*\*Check\*\*** - Mail to address above

☐ - **\*\*Credit Card\*\*** - Visa Mastercard Amex

☐ - **\*\*Online:\*\*** PayPal Venmo Zelle Square

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## MAKE PAYMENT TO

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## SERVICE SUMMARY

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## NOTES

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## REMITTANCE

**\*\*Please return this portion with payment\*\***

Invoice #:

Customer:

Amount Paid: \$ \_\_\_\_\_

Payment Date: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Signature: \_\_\_\_\_

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\*Thank you for your business!\*

[Phone]	[Email]	
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