|  |  |
| --- | --- |
| [Company]  [Street Address, City, ST ZIP Code] | Logo |

Invoice **[0000]**

|  |  |  |
| --- | --- | --- |
| Date | To | Ship To |
| [Click to select date] | [Name] [Address] [City, ST ZIP Code] | Same as recipient |

Instructions

[Add additional instructions]

| Quantity | Description | Unit Price | Total |
| --- | --- | --- | --- |
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|  |  |  |  |
|  |  | Subtotal |  |
|  |  | Sales Tax |  |
|  |  | Shipping & Handling |  |
|  |  | Total Due By [Date] |  |

Thank you for your business!

Invoice number format

AP20SW001

[Company Name][Last 2 number of year][SW][Sequence number]