|  |  |  |
| --- | --- | --- |
|  | **[Company name from]**  [Street from]  [City from], [Zip code from]  [Phone from]  [Email from] | |
| **Invoice**  **BILL TO:**  [Company name to]  [Street to]  [City to], [Zip code to]  [Phone to]  [Email to] | **Invoice Number:**  **Invoice Date:**  **Payment Due:** | [Invoice number]  [Date]  [Due date] |
|  |  |
| **Amount Due:** | **$[Total]** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Quantity** | **Price** | **Total** | | |
| [Product name 1] | [Product description 1] | [Quantity 1] | [Price 1] | [Product total 1] | | |
| [Product name 2] | [Product description 2] | [Quantity 2] | [Price 2] | [Product total 2] | | |
| [Product name 3] | [Product description 3] | [Quantity 3] | [Price 3] | [Product total 3] | | |
| [Product name 4] | [Product description 4] | [Quantity 4] | [Price 4] | [Product total 4] | | |
| [Product name 5] | [Product description 5] | [Quantity 5] | [Price 5] | [Product total 5] | | |
|  |  |  |  |  | |  |
|  |  |  | Subtotal: | | $[Subtotal] | |
|  | | | Tax [Tax rate]% | | $[Tax] | |
| Total: | | $[Total] | |
| **Amount Due:** | | **$[Total]** | |

Make all checks payable to [Company name to].

If you have any questions concerning this Invoice please contact [Person name] on [Person phone] or [Person email]