|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INVOICE** | | | | | | |
| Date: [Date] | | |  | | Invoice #: [Invoice number] | |
|  |  | |  | |  |  |
| **Bill To:** |  | |  | |  |  |
| [Company name to] | | |  | |  | |
| [Street to] | | |  | |  | |
| [City to], [Zip code to] | | |  | |  | |
| [Phone to] | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
| Salesperson | P.O. Number | | Ship Via | | F.O.B. Point | Terms |
|  | [Purchase order] | |  | |  | Due on receipt |
|  |  | |  | |  |  |
| Description | | | Quantity | | Unit Price | Total |
| [Product name 1] | | | [Quantity 1] | | [Price 1] | [Product total 1] |
| [Product name 2] | | | [Quantity 2] | | [Price 2] | [Product total 2] |
| [Product name 3] | | | [Quantity 3] | | [Price 3] | [Product total 3] |
| [Product name 4] | | | [Quantity 4] | | [Price 4] | [Product total 4] |
| [Product name 5] | | | [Quantity 5] | | [Price 5] | [Product total 5] |
|  | | |  | |  |  |
|  | | |  | |  |  |
|  |  | Tax Rate: | Shipping: |  | Subtotal: | $[Subtotal] |
|  |  | [Tax rate]% |  |  | Sales Tax: | $[Tax] |
|  |  | |  | | **TOTAL DUE:** | **$[Total]** |
|  |  | |  | |  |  |
| *If you have any concerns regarding this invoice, please contact* | | | | |  |  |
| *[Person name], [Person email], [Person phone]* | | | | |  |  |
|  | *Detach and return with payment* | | | | |  |
|  | **REMITTANCE** | | | | |  |
|  | | | | | | |
| Invoice #: | [Invoice number] | | | | | |
| Customer Name: | [Company name to] | | | | | |
| Date: | [Payment date] | | | | | |
| Amount Enclosed: | [Total] | | | | | |