<To get editable copy, select ‘File’ from top left, then select ‘Make a copy’.>

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  |  | <Company Name> | |  |  |  | |  |
|  |  | <123 Street Address, City, State, Zip/Post> | | |  |  |
|  | <Website, Email Address> | | |  |  |
|  | <Phone Number> | | |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **BILL TO** |  | **SHIP TO** | |  |  |  |
|  |  | <Contact Name> |  | <Name / Dept> | | **Invoice Date:** | 11/11/11 |  |
|  | <Client Company Name> |  | <Client Company Name> | | **Due Date:** | 12/12/12 |  |
|  | <Address> |  | <Address> | |  |  |  |
|  | <Phone, Email> |  | <Phone> | |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **DESCRIPTION** | | **QTY** | **UNIT PRICE** | | **TOTAL** |  |
|  |  | |  |  | | 0.00 |  |
|  |  | |  |  | | 0.00 |  |
|  |  | |  |  | | 0.00 |  |
|  |  | |  |  | | 0.00 |  |
|  |  | |  |  | | 0.00 |  |
|  |  | |  |  | | 0.00 |  |
|  |  | |  |  | | 0.00 |  |
|  |  | |  |  | | 0.00 |  |
|  |  |  |  |  | **SUBTOTAL** | 0.00 |  |
|  | Thank you for your business! | |  |  | **DISCOUNT** | 0.00 |  |
|  |  |  |  | **SUBTOTAL LESS DISCOUNT** | 0.00 |  |
|  |  |  |  | **TAX RATE** | 0.00% |  |
|  |  |  |  | **TOTAL TAX** | 0.00 |  |
|  |  |  |  | **SHIPPING/ HANDLING** | 0.00 |  |
|  |  |  | |  |  | **Balance Due** | **$ -** |  |
|  |  |  | | | | | |  |
|  |  | **Terms & Instructions** |  |  |  |  |  |  |
|  |  | <Add payment instructions here, e.g: bank, paypal...> | | | | | |  |
|  |  | <Add terms here, e.g: warranty, returns policy...> | | | | | |  |
|  |  |  | | | | | |  |
|  |  |  |  |  |  |  |  |  |