|  |  |  |
| --- | --- | --- |
| INVOICe |  |  |
| DATE  Date | INVOICE NO  Number | YOUR COMPANY  Street Address  City, ST ZIP Code  Phone  Fax  Email |
| INVOICE TO  Street Address  City, ST ZIP Code  Phone  Fax  Email |  |  |

| SALESPERSON | Job | Payment Terms | Due date |
| --- | --- | --- | --- |
|  |  | Due on Receipt |  |

| Quantity | Description | Unit Price | Line Total |
| --- | --- | --- | --- |

|  |  |  |  |
| --- | --- | --- | --- |
| Product | Product description | $Amount | $Amount |
| Product | Product description | $Amount | $Amount |
| Product | Product description | $Amount | $Amount |
| Product | Product description | $Amount | $Amount |

| Subtotal |  |
| --- | --- |
| Sales Tax |  |
| Total |  |