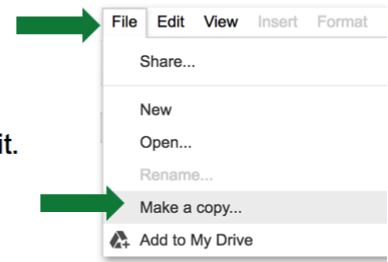


## How to use this template:

This is a view-only file and cannot be edited.

**Create your own copy** of this template to edit.

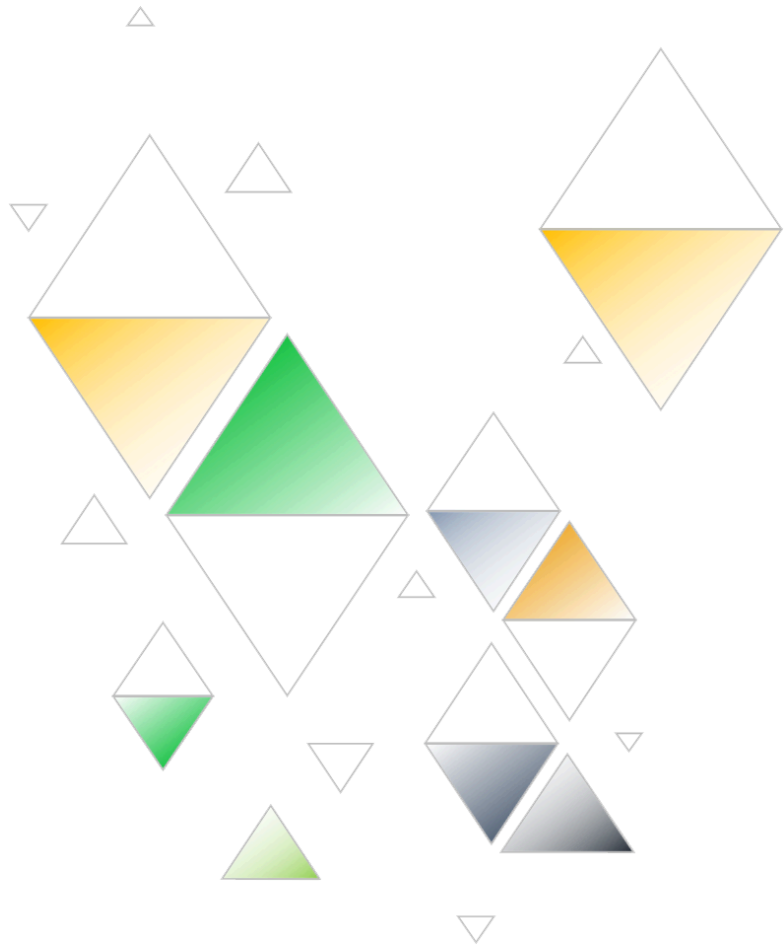
In the menu, click **File > Make a copy...**



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# SAMPLE BILLING INVOICE TEMPLATE

Template begins on page 2.



# INVOICE

Company Name  
123 Main Street  
Hamilton, OH 44416  
(321) 456-7890  
Email Address

INVOICE NO.	DATE
100001	07/12/19
CUSTOMER ID	TERMS
A246	Net 30 Days

**BILL TO:**  
ATTN: Name/Dept  
Company Name  
123 Main Street  
Hamilton, OH 44416  
(321) 456-7890  
Email Address

**SHIP TO:**  
ATTN: Name/Dept  
Company Name  
123 Main Street  
Hamilton, OH 44416  
(321) 456-7890

NAME	DATE	AMOUNT
Zak Bee	Jan 1, 2024	\$ 150.00
Samuel Thing	Jan 2, 2023	\$ 560.00
Subrato Ling	June 3, 2022	\$ 30.00
THANK YOU		
SUBTOTAL		\$ 680.00
TAX		\$ 25.84
TOTAL		\$ 705.84

For questions concerning this invoice, please contact  
NAME, (321) 456-7890, EMAIL ADDRESS  
WWW.YOURWEBADDRESS.COM

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