

**[Company Name]**

# INVOICE

**[Street Address]**

[City, ST ZIP]

**Phone: (000) 000-0000**

INVOICE #	DATE
2034	02-21-18

## BILL TO

[Name]

[Company Name]

[Street Address]

[City, ST ZIP]

[Phone]

[Email Address]

CUSTOMER ID	TERMS
564	Due Upon Receipt

You can change TERMS to DUE DATE and enter a date (usually 30 days after the invoice date)

## HOW TO SEND AN INVOICE TO A CLIENT

- 1) Save or Print the worksheet as a PDF
- 2) Save a copy of the invoice for your records
- 3) Email the PDF to the client

[illegible]

The QTY is assumed to be 1 if it is left blank

Enter the appropriate tax rate

## Change the currency by editing the cell format

Enter a note such as "Paid in full. Thank you!" if this is a receipt

If you have any questions about this invoice, please contact

**[Name, Phone, email@address.com]**

Remember to update this information, or delete these two rows.