| INVOICE | |  |  |  |
| --- | --- | --- | --- | --- |
| Your Name/Company |  |  |  | **DATE** |
| 123 Anywhere Street  City/State/Zip,Post code  Phone |  |  |  |  |
| Email |  |  |  | 00001 |
|  |  |  |  |  |

|  |  | *<Payment terms (due on receipt, due in X days)>* | | |
| --- | --- | --- | --- | --- |
| **BILL TO** |  | **SHIP TO** |  |  |
| Contact Name |  | Contact Name |  |  |
| Client Company Name |  | Client Company Name |  |  |
| Address |  | Address |  |  |
| Phone |  | Phone |  |  |

| **DESCRIPTION** | | **QTY** | **UNIT PRICE** | **TOTAL** |
| --- | --- | --- | --- | --- |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
| Remarks / Payment Instructions: |  |  | **SUBTOTAL** | 0.00 |
|  | |  | **DISCOUNT** | 0.00 |
|  | **TAX RATE** | 0.00% |
|  | **TOTAL TAX** | 0.00 |
|  | **SHIPPING/HANDLING** | 0.00 |
|  | |  | **Balance Due** | 0.00 |