

[Company Name]*[Your Company Slogan]***INVOICE**

[Street Address]
[City, ST ZIP Code]
Phone: [Phone] Fax: [Fax]

INVOICE #[100]
DATE: [DATE]

To:

[Recipient Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
Phone: [Phone]

SHIP To:

[Recipient Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
Phone: [Phone]

COMMENTS OR SPECIAL INSTRUCTIONS:

[To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.]

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
					[Due on receipt]

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE	

Make all checks payable to [Company Name]

If you have any questions concerning this invoice, contact [Name, phone, email]

THANK YOU FOR YOUR BUSINESS!