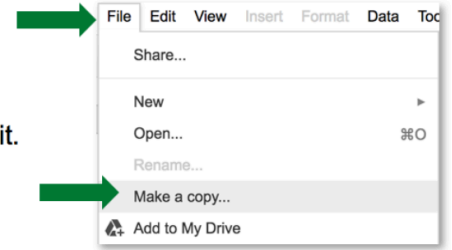


### How to use this template:

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



# Service Invoice Template

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## Sales Invoice for: Job / Service Title

Company Name

Contact Person

Address

Email, Phone, website

Business Registration or Tax ID

Invoice Date	
Payment Due Date	
Customer ID	
Invoice Number	
Notes / Special Terms	Scope of work, payment terms (net 15, net 30, etc.), late fee policy, thank you or service satisfaction note.

Client / Bill To
Client Name
Company (if applicable)
Billing Address
Phone, Email
Person of Contact

Service Date	Description	Hours/ Quantity	Rate/Unit Price	Total
MM/DD/YY		0	\$0.00	\$0.00
Subtotal				
Tax Rate (enter percentage)				
Tax Amount				
Other				
Discount (if applicable)				
Total				

Payment Instructions	Preferred method of payment (bank transfer, PayPal, Zelle, etc.), Bank details (name, routing number, account number, Notes for international payments.
Business slogan or tagline   social media handles   QR code for easy payment   legal disclaimer (if applicable)	

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