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TO USE: select 'File' from top left menu bar, then select 'Make copy'. Delete this row before printing/sending your inv



<Your Company Name>

<Your address>

<Your contact details>

INVOICE

DATE

INVOICE NO.

<Payment terms (due on receipt, due in X days)>

BILL TO

<Contact Name>

<Client Company Name>

<Address>

<Phone>

<Email>

SHIP TO

<Name / Dept>

<Client Company Name>

<Address>

<Phone>

DESCRIPTION	QTY	UNIT PRICE	TOTAL
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

Remarks / Payment Instructions:

SUBTOTAL 0.00

DISCOUNT 0.00

SUBTOTAL LESS DISCOUNT 0.00

TAX RATE 0.00%

TOTAL TAX 0.00

SHIPPING/HANDLING 0.00

Balance Due \$ -

