

# <Company Name>

<123 Street Address, City, State, Zip/Post>

<Website, Email Address>

<Phone Number>

# INVOICE



## BILL TO

<Contact Name>

<Client Company  
Name>

<Address>

<Phone, Email>

## SHIP TO

<Name / Dept>

<Client Company  
Name>

<Address>

<Phone>

Invoice No: #INV0000  
1

Invoice Date: 11/11/11

Due Date: 12/12/12

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

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 \$ -**

Tank you for your business!

## Terms & Instructions

<Add payment instructions here, e.g: bank, paypal...>

<Add terms here, e.g: warranty, returns policy...>

