

INVOICE

#001

**DATE 01.01.2025**

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

**COMPANY NAME BILL TO**

<Name>

<Address>

<Phone>

<Email>

<Name / Dept>

<Client Company Name>

<Address>

<Phone>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **QTY** | **UNIT PRICE** |  | **TOTAL** |
|  | 1 | $ 5.00 | $ | 5.00 |
|  | 1 | $ 7.00 | $ | 7.00 |
|  | 1 | $ 6.00 | $ | 6.00 |
|  |  |  | $ | - |
|  |  |  | $ | - |
|  |  |  | $ | - |
| Remarks / Payment Instructions: |  | **SUBTOTAL**  **DISCOUNT SUBTOTAL LESS**  **DISCOUNT TAX RATE TOTAL TAX**  **SHIPPING/HANDLIN**  **G** | $ | 18.00 |
| $ 2.00 | |
| $ 16.00 | |
| 8% | |
| $ 1.28 | |
| $ 2.99 | |
|  | | **INVOICE TOTAL** | **$** | **20.27** |

Make all checks payable to <company name>. Or submit payment via Venmo: <venmo account> or Paypal: <paypal account>

Client Signature X

**Thank you for your business!**