INVOICE

|  |  |
| --- | --- |
| Invoice from:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(address)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(contact information)* | Invoice to:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(address)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(contact information)* |
|  | Invoice number #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Invoice date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Invoice due date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product or service** | **Description** | **Quantity** | **Unit price** | **Amount** |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | Subtotal | $ |
|  |  |  | Tax rate | $ |
|  |  |  | Tax | $ |
|  |  |  | Shipping | $ |
|  |  |  | **TOTAL** | $ |

Terms & Conditions (e.g. payment method)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_