|  |  |
| --- | --- |
| INVOICE  Date: Date  Invoice # 100 | Logo placeholder  Company slogan |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name  Street Address City, ST ZIP Code  Phone  Fax fax  Email email | To | Name  Company Name  Street Address City, ST ZIP Code  Phone  Customer ID ABC12345 | SHIP TO | Name  Company Name  Street Address City, ST ZIP Code  Phone  Customer ID ABC12345 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Salesperson | Job | Shipping method | Shipping terms | Delivery date | Payment terms | Due date |
|  |  |  |  |  | Due on receipt |  |

| qty | item # | description | unit price | discount | line total |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Total Discount |  |  |
|  | Subtotal |  |
|  | Sales Tax |  |
|  | Total |  |

Make all checks payable to Company Name

Thank you for your business!