|  |  |
| --- | --- |
| Logo placeholder | Invoice |
| [Your company slogan] | Date: [Enter date]INVOICE # [100] |
| 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] |

|  |  |
| --- | --- |
| Job | Payment Terms |
|  | Due on receipt |

|  |  |
| --- | --- |
| Description | Total |
| Finance charge on overdue balance at 1.5% |  |
| Invoice #100 for $1000 on [Date] |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Due |  |

Make all checks payable to [Your Company Name]

Thank you for your business!

[Your Company Name] [Street Address], [City, ST ZIP Code] Phone [000-000-0000] Fax [000-000-0000] [e-mail]