<To get editable copy, select ‘File’ from top left, then select ‘Make a copy’.>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | <Your Company Name> |  |  |  | INVOICE |  |
|  | <Your address> |  |  |  |  |
|  | <Your contact details> |  |  |  |  |
|  |  |  |  |  |  | **DATE** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **INVOICE NO.** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | *<Payment terms (due on receipt, due in X days)>* |  |
|  | **BILL TO** |  | **SHIP TO** |  |  |  |
|  | <Contact Name> |  | <Name / Dept> |  |
|  | <Client Company Name> |  | <Client Company Name> |  |
|  | <Address> |  | <Address> |  |
|  | <Phone> |  | <Phone> |  |
|  | <Email> |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |  |
|  |  |  |  | 0.00 |  |
|  |  |  |  | 0.00 |  |
|  |  |  |  | 0.00 |  |
|  |  |  |  | 0.00 |  |
|  |  |  |  | 0.00 |  |
|  |  |  |  | 0.00 |  |
|  |  |  |  | 0.00 |  |
|  | Remarks / Payment Instructions: |  |  | **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** | **$ -** |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |