INVOICE

FROM

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

BILL TO

Name _____ Phone / email _____

Address _____

ITEMS

Qty	Description	Price each	Amount

HOW TO PAY

Accepted methods _____

Account details _____

Payment reference _____

Subtotal	
Sales tax, if applicable (_____%)	
Amount due	

NOTES

_____

_____

_____ _____

Customer signature Date

Thank you for your business.