INVOICE

FROM

Business name _____

Address _____

Phone _____

Email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

PO no. _____

Customer ID _____

BILL TO

Company _____ Email _____

Attention _____

Address _____

SHIP TO

Name _____

Address _____

ITEMS

Item no.	Description	Qty	Unit price	Amount

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal	
Discount (_____%)	
Shipping	
Sales tax (_____%)	
Total	
Less: deposit received	
Amount due	

NOTES

_____

_____

Thank you for your business.