INVOICE

BUSINESS

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Customer no. _____

BILL TO (CUSTOMER)

Company _____ Attention _____

Address _____

Email _____

PRODUCTS

Item	Description	Qty	Unit	Price	Amount

Products subtotal

SERVICES

Item	Description	Qty	Unit	Price	Amount

Services subtotal

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal

Business account discount (_____%)

Sales tax, if applicable (_____%)

Amount due

NOTES

_____

_____

Please quote the invoice number with your payment.