Invoice Template

This basic invoice template can be used to bill your clients, and is typically created in response to a purchase order to confirm the sale. You will want to include your company name, address, and phone number, as well as the client's billing name and contact information. Be sure to include a unique invoice number, the current date, as well as the payment due date and method of payment (i.e. mail, bank transfer, etc.). Note each item's description, amount, and include a total at the bottom.

INVOICE

COMPANY NAME
Street Address_____
City, State, Zip_____
Phone_____

INVOICE #	DATE	DUE DATE

BILL TO

Name_____
Company Name_____
Street Address_____
CIty, State, Zip_____
Phone_____
Email Address_____

DESCRIPTION	AMOUNT
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL	$