

INVOICE

YOUR BUSINESS NAME
.....
ADDRESS
.....
CITY, STATE ZIP · PHONE · EMAIL
.....

INVOICE #
.....
ISSUE DATE
.....
DUE DATE

BILL TO PROJECT / PO REFERENCE
.....
.....
.....

DESCRIPTION	QTY	RATE	AMOUNT

PAYMENT TERMS Subtotal
.....
Sales Tax
.....
TOTAL DUE
.....

ACCEPTED PAYMENT METHODS
.....

Late payments may accrue interest per your stated payment terms. Keep a copy for your records.