**COMPANY NAME ITEMIZED RECEIPT**

|  |  |
| --- | --- |
| <123 Street Address, City, State, Zip/Post>  <Website, Email Address>  <Phone Number> | **Invoice No:**INV00001  **Invoice Date**:11/11/XX  **Due Date:**12/12/XX |
| **BILL TO**  <Contact Name>  <Client Company Name>  <Address>  <Phone, Email> | **SHIP TO**  <Name / Dept>  <Client Company Name>  <Address>  <Phone> |

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | SUBTOTAL | 0.00 |
| DISCOUNT | 0.00 |
| TAX RATE | 0.00% |
| TOTAL TAX | 0.00 |
| SHIPPING/HANDLING | 0.00 |
| **BALANCE DUE** |  |

**Terms & instructions**

<Add payment instructions here, e.g.: bank, PayPal...>

<Add terms here, e.g.: warranty, returns policy...>