**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...>