**INVOICE**

|  |  |
| --- | --- |
| **Your Company Name**  Your Company Slogan Here | **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Invoice:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Customer Id:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **To:** |  | **Ship to:** |
| Name  Company Name  Street Address  City, ST ZIP Code  Phone | Name  Company Name  Street Address  City, ST ZIP Code  Phone |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Salesperson** | **Job** | **Shipping Method** | **Terms** | **Delivery Date** | **Payment Terms** | **Due Date** |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qty** | **Item #** | **Description** | **Column1** | **Unit Price** | **Discount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | | | Subtotal |  |
| Sales Tax |  |
| Total |  |

Make all checks payable to Your Company Name

**Thank you for your business!**