**YOUR COMPANY NAME INVOICE**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Bill To:**  |  | **Items over this amount qualify for an additional discount**  |
| Natasha Jones Central Beauty 123 Main St. Manhattan, NY 98765 (321) 555-1234  |
|  |
| **% discount**  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quantity** | **Description** | **Unit price** | **Amount** | **Discount**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Credit**  |  |
| **Tax**  |  |
| **Additional discount**  |  |
| **Balance due**  |  |

Make all checks payable to <Company name>.

If you have any questions concerning this invoice, contact <Name> at <phone or email>.

**Thank you for your business!**