|  |  |
| --- | --- |
| **INVOICE** |  |
| **DATE** |  |

**INVOICE**

|  |  |
| --- | --- |
| **Bill To** | **Ship To** |
| Customer  Customer ID#  Address  Phone | Recipient  Address  Phone |
| Payment Due  Salesperson  Payment Terms | Delivery Date  Shipping Method  Shipping Terms |

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

**Thank you for your business!**

**[Your Company]**

**[Address, City, ST ZIP Code] | [Web Address]**

**p. [Telephone] | f. [Fax] | [Email]**