**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!**