|  |  |
| --- | --- |
| **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]**