|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | My CompanyName Here 123 Main Street  My Town, My State, 12345 | | | **INVOICE** | |
|  | DATE | DUE DATE | TERMS | INVOICE NO |
| <date> | <duedate> | <terms> | <refnumber> |

|  |  |  |
| --- | --- | --- |
| **SHIPDATE**  <shipdate> | **SHIPPING ADDRESS**  <shippingaddress> | **BILLING ADDRESS**  <customername>  <billingaddress> |
| **SHIPMODE**  <shipvia> |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **ITEM** | **DESCRIPTION** | **QTY** | **RATE** | **TAX** | **AMOUNT** |
| <servicedate> | <item> | <itemdescription> | <qty> | <rate> | <tax> | <amount> |

|  |  |  |
| --- | --- | --- |
| Transfer the amount to the business account below.  **Bank Name:** My Bank | SUBTOTAL | <subtotal> |
| DISCOUNT | <discountaftertax> |
| NEW CHARGES | <totalofnewcharges> |
| SHIPPING | <shippingcharge> |
| TOTAL | <total> |
| BALANCE DUE | <amountdue> |

|  |
| --- |
| **MESSAGE**  <message> |