

**Your company name**

Your address

Your phone number

Your website

Your email

INVOICE

|  |  |  |  |
| --- | --- | --- | --- |
| **INVOICE TO**  <BillingAddress> | **SHIP TO**  <ShippingAddress> | **INVOICE NO.**  **TERMS**  **DATE**  **DUE DATE** | <refnumber>  <Terms>  <Date>  <DueDate> |

|  |  |  |
| --- | --- | --- |
| **SHIP DATE**  <ShipDate> | **SHIP VIA**  <ShipVia> | **TRACKING NO.**  <Tracking No> |

|  |
| --- |
| **CUSTOMER NAME**  <CustomerName> |

|  |  |  |
| --- | --- | --- |
| DATE | ACCOUNT SUMMARY | AMOUNT |
| <AccountSummaryDate> | <AccountSummaryDescription> | <AccountSummaryAmount> |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE | ACTIVITY | QTY | RATE | TAX | AMOUNT |
| <ServiceDate> | **<Item>**  <ItemDescription> | <Qty> | <Rate> | <Tax> | <Amount> |

|  |  |  |
| --- | --- | --- |
| <Message> | SUBTOTAL | <Subtotal> |
| DISCOUNT | <DiscountBeforeTax> |
| TAX | <TotalTax> |
| SHIPPING | <ShippingCharge> |
| TOTAL | <Total> |
| DEPOSIT | <Deposit> |
| TOTAL OF NEW CHARGES | <TotalOfNewCharges> |
| **BALANCE DUE** | **<AmountDue>** |

|  |  |  |  |
| --- | --- | --- | --- |
| **TAX RATE**  < TaxRate> | **TAX AMOUNT**  <TaxAmount> | **NET AMOUNT**  <NetAmount> |  |