**INVOICE** **[Your Company Name]**

**[Street Address]**

**[City]**

**[Country]**

 **[Postal]**

|  |  |  |
| --- | --- | --- |
| **Date** | **To** | **Ship To** |
| **[#]** | **[Name]****[City, ST ZIP]** | Same as recipient |

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Description** | **Unit price** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal  |  |
| Sales Tax  |  |
| Shipping & Handling  |  |
| **Total Due By Date**  |  |

Thank you for your business!