**BUSINESS**

**INVOICE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Invoice no.** | **Customer no.** | | **P.o. Number** | **Ship date** | **Shipping method** |
| 00/00/0000 |  |  | |  | 00/00/0000 |  |
|  | | | | | | |
|  | | | | | | |
| **Bill to** | | | **Ship to** | | | |
| Name / department | | | Name / department | | | |
| Address | | | Address | | | |
| City, state and zip | | | City, state and zip | | | |
| Phone | | | Phone | | | |
| Email | | | Email | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item no.** | **Description** | **Qty** | **Unit price** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **Subtotal** |  |
|  |  | Enter percentage | **Total** |  |

|  |
| --- |
| **Remarks and additional job details** |
|  |