**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** |
|  |