|  |  |  |  |
| --- | --- | --- | --- |
| logo-placeholder  [Your Company Name]  [Your Company Slogan]  [Street Address], [City, ST ZIP Code]  Phone [000.000.0000] Fax [000.000.0000]  [e-mail]  INVOICE # 100  DATE: 01/02/2020  Make all checks payable to [Your Company Name]  THANK YOU FOR YOUR BUSINESS! |  | INVOICE | |
|  | To [Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  [Phone]  Customer ID [ABC12345] |
| |  |  |  |  | | --- | --- | --- | --- | | salesperson | job | payment terms | due date | |  |  | Due on receipt |  | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | qty | description | | unit price | line total | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  | | Subtotal | |  | |  | | Sales Tax | |  | |  | | Total | |  | | |