[Your Company]

[Select Date]

INvoice #1234

|  |  |
| --- | --- |
| Bill To | Ship To |
|

|  |  |
| --- | --- |
| Customer | [Customer Name][Company] |
| Customer ID# | [Customer ID] |
| Address | [Address][City, ST ZIP Code] |
| Phone | [Telephone] |

 |

|  |  |
| --- | --- |
| Recipient | [Recipient Name][Company] |
| Address | [Address][City, ST ZIP Code] |
| Phone | [Telephone] |

 |
|

|  |  |
| --- | --- |
| Payment Due | [Select Date] |
| Salesperson | [Salesperson Name] |
| Payment Terms | [Terms] |

 |

|  |  |
| --- | --- |
| Delivery Date | [Select Date] |
| Shipping Method | [Ship Method] |
| Shipping Terms | [Terms] |

 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Qty. | Item# | Description | Unit Price | Discount | Line Total |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | Total Discount |  |
|  |  |  |  | Subtotal |  |
|  |  |  |  | Sales Tax |  |
|  |  |  |  | Total:  |  |

Thank you for your business!