|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | <Your Company Name> |  |  |  | INVOICE |  |
|  | <Your address> |  |  |  |  |
|  | <Your contact details> |  |  |  |  |
|  |  |  |  |  |  | **DATE** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **INVOICE NO.** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | |  |
|  |  |  |  | *<Payment terms (due on receipt, due in X days)>* | | |  |
|  | **BILL TO** | |  |  |  |  |  |
|  | <Tenant Name> | |  |  | | |  |
|  | <Property Address> | |  |  | | |  |
|  | <Tenant Email> | |  |  | | |  |
|  | <Tenant Phone> | |  |  | | |  |
|  |  | |  |  |  |  |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  |  |  |  |
|  | **DESCRIPTION** | | | | | **TOTAL** |  |
|  |  | | | | | 0.00 |  |
|  |  | | | | | 0.00 |  |
|  |  | | | | | 0.00 |  |
|  |  | | | | | 0.00 |  |
|  |  | | | | | 0.00 |  |
|  |  | | | | | 0.00 |  |
|  |  | | | | | 0.00 |  |
|  | Remarks / Payment Instructions: | |  |  | **SUBTOTAL** | 0.00 |  |
|  |  |  |  |  | **DISCOUNT** | 0.00 |  |
|  |  |  |  |  | **SUBTOTAL LESS DISCOUNT** | 0.00 |  |
|  |  |  |  |  | **TAX RATE** | 0.00% |  |
|  |  |  |  |  | **TOTAL TAX** | 0.00 |  |
|  |  |  | |  | **Balance Due** | **$ -** |  |
|  |  |  | | | | |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |