

Your Company Name Here  
Your Company Logo

Invoice Date	10 December 2012
Due Date	16 December 2012
Client Purchase Order	PO12345
My Reference	REF12345

INVOICE

CLIENT DETAILS

123 Client Street  
Client Town  
City, Zip Code  
Country

MY DETAILS

678 Your Street  
Your Town  
City, Zip Code  
Country

Qty	Description	Quantity	Unit Price	Total
1	Item description	2	\$ 100.00	\$200

Subtotal	\$ 200.00
Tax	\$ 5.00
Total Due	\$ 205.00

SEND PAYMENT TO	PAYMENT INSTRUCTIONS
Bill to information	Put your own payment instruction.

ADDITIONAL NOTES