

[Company Name]

Invoice

[Street Name]  
[Town/City]  
[County, ST, 00000]  
[Phone]  
[Fax]

Invoice # 12345  
Invoice Date May 1, 2017  
Due Date May 30, 2017

Bill To
[Name] [Company Name] [Street Name] [City, ST, ZIP Code] [Phone]

Ship To
[Name] [Company Name] [Street Name] [City, ST, ZIP Code] [Phone]

Description	Amount
Item 1	\$250.00
Item 2	\$75.00

Subtotal	\$325.00
Tax @ 20.0%	\$65.00
Shipping	\$0.00
Total	\$390.00

Make all checks payable to the [Company Name]  
Thank you for your business!