

BASIC INVOICE TEMPLATE

YOUR LOGO

INVOICE

Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address

DATE

INVOICE NO.

Payment due upon receipt.

BILL TO

ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address

SHIP TO

ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890

DESCRIPTION

TOTAL

Remarks / Instructions:

SUBTOTAL 0.00

enter total amount **DISCOUNT** 0.00

SUBTOTAL LESS DISCOUNT 0.00

enter percentage **TAX RATE** 0.00%

TOTAL TAX 0.00

SHIPPING/HANDLING 0.00

Please make check payable to Your Company Name.

OTHER 0.00

THANK YOU

TOTAL \$ -

For questions concerning this invoice, please contact

Name, (321) 456-7890, Email Address

www.yourwebaddress.com