

****Company Name****

**** INVOICE ****

Your Company Slogan

"**Your Company Address**"

Your Company Phone

Your Company Fax

Your Company Website"

DATE: **Invoice Date**

INVOICE # **Invoice Number**

Bill To: **Billed Invoiced to **

 Billed to Company Name

 Billed to Company Address

 Billed to Company Phone

Ship To:**Shipped Invoiced to**

 Shipped to Company Name

 Shipped to Company Address

 Shipped To Company Phone

Comments or Special Instructions:

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
					Payment term

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
			\$

SUBTOTAL

TAX RATE

SALES TAX

SHIPPING & HANDLING

\$
8.6%
\$

TOTAL

Make all checks payable to **Company
Name**

THANK YOU FOR YOUR BUSINESS!