|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | Invoice |
| Your business name |
| Your tax number |  |  |  |
| Your phone number | **Invoice number** | [invoice number] |
| Your email | **Date** | [Invoice issue date] |
| Your address | **Due date** | [Payment due date] |
|  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **BILL TO** |  |  |  | **SHIP TO** |  |  |
| [Client’s Name] |  | [Name] |
| [Client’s Company Name] |  | [Company name] |
| [Client’s Tax No.] |  | [Phone] |
| [Client’s Phone No.] |  | [Address] |
| [Client’s Email] |  |
| [Client’s Address] |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Item/Service | Quantity | Price | Amount |
| Item 1 |  | 0.00 | 0.00 |
| Item 2 |  | 0.00 | 0.00 |
| Item 3 |  | 0.00 | 0.00 |
| Item 4 |  | 0.00 | 0.00 |
| Item 5 |  | 0.00 | 0.00 |
| Item 6 |  | 0.00 | 0.00 |
| Item 7 |  | 0.00 | 0.00 |
|  |  |  |  |  |  |  |  |
| Payment Instruction/Terms and Conditions |  |  | **Subtotal** | 0.00 |
|  |  |  |  |
|  |  | **Discount** | 0.00 |
|  |  |  |  |
|  | **Subtotal less discount** | 0.00 |
|  |  |  |  |
|  |  | **Tax Rate** | 0.00 |
|  |  |  |  |
|  |  | **Total tax** | 0.00 |
|  |  |  |  |
|  | **Shipping/Handling** | 0.00 |
|  |  |  |  |
| **AMOUNT DUE** | 0.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |