|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | | |  |  | 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 |
|  |  | | |  |  |  |  |  | |  |
|  |  | | |  |  |  |  |  | |  |
|  |  | | |  |  |  |  |  | |  |