**Invoice template**

This invoice template can be used to bill your clients in order to collect payments. This template contains the basic information typically contained in an invoice such as the invoice amount, the services/products provided and the payment due date. Follow the instructions contained in the template and review the second page for a filled-out example. This document is ideal for small businesses that want to invoice clients and receive timely payments.



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**Invoice**

**A close up of a sign

Description automatically generated**

**Enter company name**

**Phone#** (555) 555-5555

**Email** [name@company.com](mailto:name@company.com)

**Website** companyname.com

Street address

City, State, Zip code

**­**

**Bill to**

Client name

Street address

City, State, Zip code

**Ship to**

Client name

Street address

City, Street, Zip code

**Details**

Invoice# 12345

Invoice date: mm/dd/yyyy

Terms: Net 30

Due date: mm/dd/yyyy

**Description Qty/Hrs Rate Amount**

Enter your product or service description 0 0 $0.00

**Customer message**

Hello!

Thank you for your purchase. Please return this invoice with payment.

Thanks!

**Subtotal** $0.00

**Sales tax** $0.00

**Shipping** $0.00

**Total $0.00**



This invoice was generated with the help of QuickBooks Payments.

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