Invoicing templates

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.
## Invoicing

**Your Company Name**
- Street address
- City, State, Zip code

- **Phone #** 555-555-5555
- **Email** company.name@company.com
- **Website** www.companyname.com

### Bill to
- Client name
- Street address
- City, State, Zip code

### Ship to
- Client name
- Street address
- City, State, Zip code

### Details
- **Invoice #** 12345
- **Invoice date** mm/dd/yyyy
- **Terms** Net 30
- **Due date** mm/dd/yyyy

<table>
<thead>
<tr>
<th>Product/ service</th>
<th>Description</th>
<th>Quantity/ hrs</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product or service</td>
<td>Description of product or service</td>
<td>0</td>
<td>$0.00</td>
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</tr>
</tbody>
</table>

**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