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.

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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>
<td>$0.00</td>
</tr>
<tr>
<td>Product or service</td>
<td>Description of product or service</td>
<td>0</td>
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<td>$0.00</td>
</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

This invoice was generated with the help of QuickBooks Payments.
Learn more, and create your own free account by visiting quickbooks.com