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

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

**Exporters**  
Client name / address / Phone#  

**Consignee**  
Client name / address / Phone#

**Country of export:**  

**Reason of export:**  

**Country of destination**

**Product** | **Description (Material)** | **HS Code** | **Qty** | **Wt (lbs)** | **Unit value** | **Amount**
---|---|---|---|---|---|---
Product name | Description of product & material | 0 | 0 | 0 | $0.00 | $0.00
Product name | Description of product & material | 0 | 0 | 0 | $0.00 | $0.00
Product name | Description of product & material | 0 | 0 | 0 | $0.00 | $0.00
Product name | Description of product & material | 0 | 0 | 0 | $0.00 | $0.00
Product name | Description of product & material | 0 | 0 | 0 | $0.00 | $0.00

Subtotal | $0.00
Sales tax | $0.00
Shipping | $0.00

**Total** | **$0.00**

**Exporters signature** | **Print name** | **Date**