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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.

[Enter Your Company Name]

[Enter Your Address Line 1]

[Enter Your Address Line 1]

[Enter Your Phone Number]

[Enter Your Email Address]

INVOICE

BILL TO: INVOICE #: [Enter Number]

[Enter Recipient Name] DATE: [Enter Invoice Date]

[Enter Recipient Company Name] DUE DATE: [Enter Due Date]

[Enter Recipient Address Line 1] TERMS: [Enter Terms]

[Enter Recipient Address Line 2]

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ACTIVITY QTY RATE AMOUNT

[Enter Service/Product Description] 0 0.00 0.00

[Enter Service/Product Description] 0 0.00 0.00

[Enter Service/Product Description] 0 0.00 0.00

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MESSAGE:

[Enter Message]

|  |
| --- |
| SUBTOTAL  TAX ([Enter Rate]%)  TOTAL  BALANCE DUE |

|  |
| --- |
| 0.00  0.00  0.00  $00.00 |

Craig’s Design and Landscaping Services

456 Bayshore Drive

Anytown, CA 56789

(510) 555-1234

example@example.com

INVOICE

BILL TO: INVOICE # 1029

Katie Hanson DATE 08/25/2015

Katie’s Coffee Shop DUE DATE 09/24/2015

333 Easy Street TERMS Net 30

Middlefield, CA 98756 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACTIVITY QTY RATE AMOUNT

Concrete for fountain installation 5 25.00 125.00

Fountain pump 1 40.00 40.00

Labor for fountain installation 1 300.00 300.00

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MESSAGE:

Thank you for your business and have a great day!

|  |
| --- |
| SUBTOTAL  TAX (8%)  TOTAL  BALANCE DUE |

|  |
| --- |
| 465.00  37.20  502.20  $502.20 |