

**[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]

**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

**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

**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** |