

Customer

Street address 1
123 my street

Street address 2

City
grayslake

State
il

ZIP code
60030

Country

Map

Shipping address

☐ Same as billing address

Street address 1

Street address 2

City

State

ZIP code

Country

Map

Save

New customer – Shipping box was even un-checked before entering address.

Invoice #6666

Customer: just testing

Customer email: just testing

Online payments: ☒ Cards, ☒ Bank transfer, ☐ Tips

Billing address: just testing, 123 my street, grayslake, il 60030

Terms: Due on receipt

Invoice date: 12/09/2022

Due date: 12/09/2022

Shipping to: just testing

Ship via: , Shipping date: , Tracking no.:

Sales Rep: , Deposit Required: , TPT Order #:

Tags:

Choose what you use

Fields

☒ Shipping

☐ Total discount

☐ Deposit

☐ Custom transaction numbers

☒ Tags

Custom Fields

Sales Rep

Deposit Required

TPT Order #

Optional Columns

☐ Date

☒ Product/Service

☐ SKU

#	PRODUCT/SERVICE	DESCRIPTION
1	Labor	Labor
2		

Cancel Print or Preview Make recurring Customize More

Why is there a gray check mark??

Company

Billing & subscription

Usage

Sales

Expenses

Payments

Time

Advanced

Customize

Customize the way forms look to your customers

Customize look and feel

Sales form content

Preferred invoice terms

Due on receipt

Preferred delivery method

None

Shipping

Off

Custom fields

Custom transaction numbers

Off

Service date

Off

Discount

Off

Deposit

Off

Accept tips





Off

Tags

On

Invoice payments

Accept Credit Cards

On

Accept ACH

☐

Off

Payment instructions

No custom payment instructions added

Products and services

Show Product/Service column on sales forms

On

Show SKU column

Off

Track quantity and price/rate

Off

Edit invoices that turn heads and open wallets

☒ Business name
Budget Blinds of Grayslake & Libertyville

☒ Phone
(847) 223-7160

☐ Email
Grayslake@budgetblinds.com

+ Address
+ Website

Form

☒ Form names
Invoice

☒ Form numbers
☐ Use custom transaction numbers (This setting applies to all form styles)

Display

☒ Billing address

☐ Shipping (This setting applies to all form styles)

☒ Terms

☒ Due date

[Custom fields](#) [Manage custom fields](#)

www.BudgetBlinds.com Style and service for every budget.

BILL TO
Smith Co.
123 Main Street
City, CA 12345

Invoice 12345
DATE 01/12/2016 **TERMS** Net 30
DUE DATE 02/12/2016

SALES REP CUSTOM-1	DEPOSIT REQUIRED CUSTOM-2	TPT ORDER # CUSTOM-3
PRODUCT		
Description of the item		AMOUNT
Description of the item		450.00
Description of the item		225.00

Proud to be your local, family owned resource for custom window coverings since 2005! Thank you for your business.

SUBTOTAL	675.00
TOTAL TAX	101.25
TOTAL	\$776.25
TOTAL DUE	\$776.25

All orders are custom products and are not subject to return. Final payment is due at time of installation.

[Preview PDF](#) [Done](#)