

Invoice Settings ? Help X

Customer: Customer email: Online payments: Cards Free bank transfer

Send later Cc/Bcc

BALANCE DUE
\$0.00

Billing address: Terms: Invoice date: Due date: Location:

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

Project:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1						
2						

Add lines Clear all lines Add subtotal Subtotal \$0.00

Message on invoice: Taxable subtotal

This will show up on the invoice. Select a sales tax rate

Print preview X

To print, right-click the preview and select **Print**. Or, click the **Print** icon if you see one below.

INVOICE

BILL TO: ... **SHIP TO:** ... **INVOICE NO. DATE: TERMS: DUE DATE:**

PROJECT: John Smith

DESCRIPTION OF WORK	QTY	RATE	TAX	AMOUNT
	1	1,000.00	1,000.00	

SUBTOTAL
TAX
SHIPPING

[Get link to this invoice](#)