LOGO

INVOICE

DATE	8/8/24
INVOICE NO.	76543

<Payment terms (due on receipt, due in X days)>

COMPANY NAME	BILL TO
<Name>	<Name / Dept>
<Address>	<Client Company Name>
<Phone>	<Address>
<Email>	<Phone>

DESCRIPTION	QTY	UNIT PRICE	TOTAL
	1	$ 5.00	$ 5.00
	1	$ 7.00	$ 7.00
	1	$ 6.00	$ 6.00
			$ -
			$ -
			$ -
		SUBTOTAL	$ 18.00
		DISCOUNT	$ 2.00
		SUBTOTAL LESS DISCOUNT	$ 16.00
		TAX RATE	8%
		TOTAL TAX	$ 1.28
		SHIPPING/HANDLING	$ 2.99
		BALANCE DUE	$ 20.27

Remarks / Payment Instructions:

Make all checks payable to <company name>. Or submit payment via Venmo: <venmo account> or Paypal: <paypal account>

Client Signature X

Thank you for your business!