# INVOICE

Fillable Invoice Template



INVOICE # | DATE | DUE DATE | PO # / REFERENCE | PAYMENT TERMS

## FROM (BILLED BY)

BUSINESS NAME | CONTACT NAME

ADDRESS | CITY | STATE | ZIP

PHONE | EMAIL | WEBSITE

## BILL TO

CLIENT / COMPANY NAME | CONTACT NAME

ADDRESS | CITY | STATE | ZIP

PHONE | EMAIL | TAX ID / EIN

## LINE ITEMS

| DESCRIPTION | QTY | UNIT PRICE ($) | AMOUNT ($) |
|---|---|---|---|
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SUBTOTAL ($)

DISCOUNT ($)

TAX RATE (%)

TAX AMOUNT ($)

TOTAL DUE ($)

## PAYMENT & NOTES

PAYMENT METHOD | CHECK / REF # | DATE PAID | AMOUNT PAID ($) | BALANCE DUE ($)

**NOTES / PAYMENT INSTRUCTIONS:**

*Bank details, payment link, late fee policy, thank-you message, etc.*