

[Company]
[Street Address, City, ST ZIP Code]
Tel [Telephone] Fax [Fax]

replace with
LOGO

Invoice [No.]

[Date]

Bill To

Ship To

Instructions

[Name]
[Street Address]
[City, ST ZIP Code]

Same as recipient

[Add additional instructions]

Quantity

Description

Unit Price

Total

Subtotal

Sales Tax

Shipping & Handling

Total Due by [Date]

Thank you for your business!