<To get editable copy, select ‘File’ from top left, then select ‘Make a copy’.>

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | <Your Company Name> |  |  |  | INVOICE |  |
|  | <Your address> |  |  |  |  |
|  | <Your contact details> |  |  |  |  |
|  |  |  |  |  |  | **DATE** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **INVOICE NO.** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | |  |
|  |  |  |  | *<Payment terms (due on receipt, due in X days)>* | | |  |
|  | **BILL TO** | |  | **SHIP TO** |  |  |  |
|  | <Contact Name> | |  | <Name / Dept> | | |  |
|  | <Client Company Name> | |  | <Client Company Name> | | |  |
|  | <Address> | |  | <Address> | | |  |
|  | <Phone> | |  | <Phone> | | |  |
|  | <Email> | |  |  |  |  |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  |  |  |  |
|  | **DESCRIPTION** | | | **QTY** | **UNIT PRICE** | **TOTAL** |  |
|  |  | | |  |  | 0.00 |  |
|  |  | | |  |  | 0.00 |  |
|  |  | | |  |  | 0.00 |  |
|  |  | | |  |  | 0.00 |  |
|  |  | | |  |  | 0.00 |  |
|  |  | | |  |  | 0.00 |  |
|  |  | | |  |  | 0.00 |  |
|  | Remarks / Payment Instructions: | |  |  | **SUBTOTAL** | 0.00 |  |
|  |  |  |  |  | **DISCOUNT** | 0.00 |  |
|  |  |  |  |  | **SUBTOTAL LESS DISCOUNT** | 0.00 |  |
|  |  |  |  |  | **TAX RATE** | 0.00% |  |
|  |  |  |  |  | **TOTAL TAX** | 0.00 |  |
|  |  |  |  |  | **SHIPPING/HANDLING** | 0.00 |  |
|  |  |  | |  | **Balance Due** | **$ -** |  |
|  |  |  | | | | |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |