Invoice

From

[Your Company Name]
[Street Address]
[City, State ZIP]
[Phone]
[Email]

Billed To

[Client Company Name]
[Contact Person]
[Street Address]
[City, State ZIP]
[Phone]
[Email]

Invoice #: [0001]
Date Issued: [YYYY-MM-DD]
Due Date: [YYYY-MM-DD]

Terms: [Net 30]
Reference: [PO/Project Code]

#	Description	Quantity	Unit Price	Amount
1	[Item or Service Description]	[Qty]	[Unit Price]	[Amount]
2	[Item or Service Description]	[Qty]	[Unit Price]	[Amount]
			Subtotal	**[Subtotal]**
			Tax ([%])	**[Tax Amount]**
			Total	**[Total Amount]**
			Amount Paid	**[Amount Paid]**
			Balance Due	**[Balance Due]**

Notes:

[Additional notes, payment instructions, or terms]