|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Company Name] | |  | **Invoice** | |
|  | |  |  | |
| [Street Name] | |  | Invoice # | 12345 |
| [Town/City] | |  | Invoice Date | May 1, 2017 |
| [County, ST, 00000] | |  | Due Date | May 30, 2017 |
| [Phone] | |  |  | |
| [Fax] | |  |  | |
|  | |  |  | |
| **Bill To** |  | | **Ship To** | |
| [Name] |  | | [Name] | |
| [Company Name] |  | | [Company Name] | |
| [Street Name] |  | | [Street Name] | |
| [City, ST, ZIP Code] |  | | [City, ST, ZIP Code] | |
| [Phone] |  | | [Phone] | |

|  |  |
| --- | --- |
| **Description** | **Amount** |
| Item 1 | $250.00 |
| Item 2 | $75.00 |
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| --- | --- | --- | --- |
|  |  | Subtotal | $325.00 |
|  |  | Tax @ 20.0% | $65.00 |
|  |  | Shipping | $0.00 |
|  |  | Total | $390.00 |

|  |
| --- |
| Make all checks payable to the [Company Name] |
| Thank you for your business! |