

<<Your company name>>

<<Your company address line 1>>

<<Your company address line 2>>

<<Your contact details>>



Bill To:

Ship To:

Invoice Number:

Invoice Date:

PO Ref Number:

Due Date:

Item Number	Item Description	Qty	Unit Cost	Item Price

Invoice Total	_____
Less Discount	_____
Less Advance Paid	_____
Shipping & Handling	_____
Subtotal	_____
Tax Type	
Tax Rate	
Tax Amount	_____
Invoice Total	=====

Payment Terms:

Payment Instructions: