office printable .com

INVOICE

INVOICE NO.	INVOICE DATE	DUE DATE	AMOUNT DUE

BILL TO

Name

Company

Address

Phone / email

FROM

Business

Address

Phone / email

Tax ID / EIN

Description	Qty	Unit price	Amount

Subtotal	
Less deposit / paid	
Amount due	

HOW TO PAY

Bank / account

Routing / sort code

Online / app

Make checks payable to

TERMS

Payment terms

Late fee

Notes

Thank you for your business. Please quote the invoice number with your payment.