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INVOICE

With tax and discount

INVOICE NO.	INVOICE DATE	DUE DATE	CUSTOMER PO NO.

BILL TO

Name

Company

Address

Phone / email

FROM

Business

Address

Phone / email

Tax ID / EIN

Description	Qty	Unit price	Taxable	Amount
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	

Subtotal	
Discount	
Tax rate (%)	
Tax	
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