|  |  |
| --- | --- |
| Invoice [No.] | [Date] |

|  |  |  |
| --- | --- | --- |
| Bill To | Ship To | Instructions |
| [Name] [Street Address] [City, ST ZIP Code] | Same as recipient | [Add additional instructions] |

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Description | Unit Price | Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Subtotal |  |
| Sales Tax |  |
| Shipping & Handling |  |
| **Total Due by [Date]** |  |
| Thank you for your business! |  |