**Sample Invoice Template:**

**[Company Name]** **INVOICE**
  **[DATE]**

[Street Address]
[City, Zip Code]
Phone: [Phone number]

Fax: [Fax number]

[Invoice #001]

**TO:**

[Recipient Name]
[Company Name]
[Street Address]
[City, Zip Code]
[Phone number]

**Due by: [DATE]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity:** | **Description:** | **Unit Price:** | **Total:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 **SUB-TOTAL:**

 **SALES TAX:**

 **SHIPPING & HANDLING:**

 **TOTAL DUE:**

Make all bank transfers / checks payable to [Company Name]:

[Insert Banking Details]

If you have any questions concerning this invoice, contact [Name, phone, email].