**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].