

Your name

Your email address

Your phone number

Your URL

Your mailing address

INVOICE

2016-01

Bill To:

Your client's name

Your client's point of contact

Your client's email address

Your client's phone number

Your client's URL

Your client's mailing address

Date: Jan 1, 2016

Due Date: Jan 31, 2016

Balance Due: \$ 144⁴⁵

Item	Quantity	Rate	Amount
Detailed description of service or product	2	\$50	\$100
Detailed description of service or product	1	\$30	\$30
Detailed description of service or product	1	\$20	\$20

Subtotal: \$ 150

Discounts (10%): \$ 15

Tax (7%): \$9⁴⁵Total: \$ 144⁴⁵

Notes:

Reminder: I have included the 10% discount.

Terms:

Please make out a check to YOUR NAME. Please pay within 30 days or receive a late fee of 1%. Thank you for your business!