

Your name
Your email address
Your phone number
Your URL
Your mailing address

INVOICE

2016-01

Bill To:

Date: Jan 1, 2016

Your client's name

Due Date: Jan 31, 2016

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

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%): \$9⁴⁵

Total: \$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!