

SIMPLE INVOICE TEMPLATE

Logo

INVOICE

Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address

INVOICE NO.	DATE
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100001	02/15/16
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CUSTOMER ID	TERMS
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A246	Net 30 Days
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BILL TO:

ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address

SHIP TO:

ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890

DESCRIPTION	AMOUNT
Item 1	25.00
Service 1	50.00
Service 2	50.00

Remarks / Instructions:

SUBTOTAL	125.00
TAX (3.8%)	4.75
SHIPPING & HANDLING	10.00
TOTAL	\$ 139.75

THANK YOU

For questions concerning this invoice, please contact
Name, (321) 456-7890, Email Address

www.yourwebaddress.com