FROM

Your logo

Business name

Address

Phone / email

Tax or license ID

INVOICE

Invoice no.

Issue date

Due date / terms

Reference / PO no.

BILL TO

Customer name

Address

Email / phone

JOB DETAILS

Service or delivery address

Date(s) of work or delivery

LINE ITEMS

One line per product or service: what it is, how many, the price of one, and the amount.

Description	Qty	Rate	Amount

Payment instructions

Terms and conditions

Notes

Subtotal

Discount

Tax (%)

Total

Amount paid

Balance due