FROM

Your logo

Business name

Address

Phone / email

Tax or license ID

INVOICE

Balance due

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	