<To get editable copy, select ‘File’ from top left, then select ‘Make a copy’.>

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|  |  |  |  |  |  |  |  |  |
|  | INVOICE |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **DATE** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | **INVOICE NO.** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | *<Payment terms (due on receipt, due in X days)>* |  |
|  |  |  | **BILL TO** |  | **SHIP TO** |  |  |  |
|  | <Your Company Name> |  | <Contact Name> |  | <Name / Dept> |  |
|  | <123 Street Address> |  | <Client Company Name> |  | <Client Company Name> |  |
|  | <City, State, Zip/Post Code> |  | <Address> |  | <Address> |  |
|  | <Phone Number> |  | <Phone, Email> |  | <Phone> |  |
|  | <Website> |  |  |  |  |  |  |  |
|  | <Email> |  | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |  |
|  |  |  |  |  |  | 0.00 |  |
|  |  |  |  |  |  | 0.00 |  |
|  |  |  |  |  |  | 0.00 |  |
|  |  |  |  |  |  | 0.00 |  |
|  |  |  |  |  |  | 0.00 |  |
|  |  |  |  |  |  | 0.00 |  |
|  |  |  |  |  |  | **SUBTOTAL** | 0.00 |  |
|  |  |  | Remarks / Payment Instructions: |  | **DISCOUNT** | 0.00 |  |
|  |  |  |  | **SUBTOTAL LESS DISCOUNT** | 0.00 |  |
|  |  |  |  | **TAX RATE** | 0.00% |  |
|  |  |  |  |  |  | **TOTAL TAX** | 0.00 |  |
|  |  |  |  |  |  | **SHIPPING/HANDLING** | 0.00 |  |
|  |  |  |  |  |  | **Balance Due** | **$ -** |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | Company Signature |  | Client Signature |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |