INVOICE

Business name

Business address / phone / email

Bill to

Job / customer address

Invoice number

Invoice date

Due date

Payment terms

Job reference (optional)

Description	Qty	Rate	Amount

Payment instructions / notes

Subtotal	
Discount (subtract)	
Tax %	
Invoice total	
Payments received	
Balance due	

USD. Enter amounts manually. US Letter landscape. Save, close and reopen to check the completed file.