**Invoice template**

This invoice template can be used to bill your clients in order to collect payments. This template contains the basic information typically contained in an invoice such as the invoice amount, the services/products provided and the payment due date. Follow the instructions contained in the template and review the second page for a filled-out example. This document is ideal for small businesses that want to invoice clients and receive timely payments.



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* **Invoice**

**Invoice#**

**Invoice date:**

**Terms:**

**Amount paid:**

**Enter company name**

Street address

City, State, Zip code

**Phone#** (555) 555-5555

**Email:** [name@company.com](mailto:name@company.com)

**Website:** URL address

**­**

**Country of export**

Client name / Address / Phone#

**Exporter**

**Consignee**

Client name / Address / Phone#

**Country of destination**

**Reason of export**

**Product Description** (Material) **HS Code Qty Wt** (lbs) **Value Amount**

**Customer message**

Hello!

Thank you for your purchase. Please return this invoice with payment.

Thanks!

**Subtotal** $0.00

**Sales tax** $0.00

**Shipping** $0.00

**Total $0.00**

Print name

Date

Exporters signature



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