Invoicing templates

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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Invoicing

Replace with
LOGO

Your Company Name
Street address
City, State, Zip code

Phone # 555-555-5555
Email company.name@company.com
Website www.companyname.com

Bill to	Ship to	Details
Client name Street address City, State, Zip code	Client name Street address City, State, Zip code	**Invoice #** 12345 **Invoice date** mm/dd/yyyy **Terms** Net 30 **Due date** mm/dd/yyyy

Product/ service	Description	Quantity/ hrs	Rate	Amount
Product or service	Description of product or service	0	$0.00	$0.00
Product or service	Description of product or service	0	$0.00	$0.00
Product or service	Description of product or service	0	$0.00	$0.00
Product or service	Description of product or service	0	$0.00	$0.00
Product or service	Description of product or service	0	$0.00	$0.00

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**

intuit quickbooks

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