

# SIMPLE INVOICE

## DETAILS

DATE: \_\_\_\_\_

INVOICE NO. \_\_\_\_\_

## FROM

COMPANY: \_\_\_\_\_

ATTN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## BILL TO

COMPANY: \_\_\_\_\_

ATTN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

| DESCRIPTION                           | AMOUNT (\$)      |
|---------------------------------------|------------------|
|                                       |                  |
| <b>NOTES:</b> _____<br>_____<br>_____ | <b>SUBTOTAL</b>  |
|                                       | <b>DISCOUNT</b>  |
|                                       | <b>TAX / VAT</b> |
|                                       | <b>TOTAL</b>     |

THANK YOU FOR YOUR BUSINESS

