**Company Name**
Street Address
City, ST ZIP Code
Phone: Enter phone
Email: Enter email

**INVOICE**

|  |  |
| --- | --- |
| Customer NameCompany NameStreet AddressCity, ST ZIP CodePhone: Enter phone Email: Enter email | Invoice #NumberDate: Enter dateTerms: Due Upon Receipt |

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | **ITEM QUANTITY** | **AMOUNT** |
| Item 1Add item description for service or equipment. | 3 | $75.00 |
| Item 2Add item description for service or equipment. | 2 | $120.00 |
| Item 3Add item description for service or equipment. | 5 | $210.00 |
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|  |  |   |
|  | TOTAL | $405.00 |
|  | AMOUNT PAID | $202.50 |
|  | **AMOUNT DUE** | **$202.50** |

Make all checks payable to Company Name
Overdue accounts subject to 1% service charge per month.

Thank you for your business!