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

**INVOICE**

|  |  |
| --- | --- |
| Customer Name  Company Name  Street Address  City, ST ZIP Code Phone: Enter phone  Email: Enter email | Invoice #Number  Date: Enter date  Terms: Due Upon Receipt |

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | **ITEM QUANTITY** | **AMOUNT** |
| Item 1 Add item description for service or equipment. | 3 | $75.00 |
| Item 2 Add item description for service or equipment. | 2 | $120.00 |
| Item 3 Add 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!