

[Company]  
[Street Address, City, ST ZIP Code]  
**Tel** [Telephone] **Fax** [Fax]

replace with  
**LOGO**

INVOICE [NO.]

[SELECT DATE]

BILL TO

SHIP TO

INSTRUCTIONS

[Name]  
[Street Address]  
[City, ST ZIP Code]

Same as recipient

[Add additional instructions]

QUANTITY

DESCRIPTION

UNIT PRICE

TOTAL

SUBTOTAL

SALES TAX

SHIPPING & HANDLING

**TOTAL DUE BY** [SELECT DATE]

Thank you for your business!