

# BASIC INVOICE TEMPLATE

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## INVOICE

DATE \_\_\_\_\_

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

*Payment due upon receipt.*

BILL TO \_\_\_\_\_

SHIP TO \_\_\_\_\_

DESCRIPTION	TOTAL

Remarks / Instructions:

	<b>SUBTOTAL</b>	_____
enter total amount	<b>DISCOUNT</b>	_____
	<b>SUBTOTAL LESS DISCOUNT</b>	_____
enter percentage	<b>TAX RATE</b>	_____
	<b>TOTAL TAX</b>	_____
	<b>SHIPPING/HANDLING</b>	_____
	<b>OTHER</b>	_____
	<b>TOTAL</b>	_____

*Please make check payable to*

# THANK YOU

*For questions concerning this invoice, please contact*

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