

BASIC INVOICE TEMPLATE

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INVOICE

DATE _____

INVOICE NO. _____

Payment due upon receipt.

BILL TO _____

SHIP TO _____

| DESCRIPTION | TOTAL |
|-------------|-------|
| | |
| | |
| | |
| | |
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| | |
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| | |
| | |
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| | |

Remarks / Instructions:

| | | |
|--------------------|-------------------------------|-------|
| | SUBTOTAL | _____ |
| enter total amount | DISCOUNT | _____ |
| | SUBTOTAL LESS DISCOUNT | _____ |
| enter percentage | TAX RATE | _____ |
| | TOTAL TAX | _____ |
| | SHIPPING/HANDLING | _____ |
| | OTHER | _____ |
| | TOTAL | _____ |

Please make check payable to

THANK YOU

For questions concerning this invoice, please contact

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