|  |  |  |
| --- | --- | --- |
| [Date] |  | Invoice No. 1234 |
|  |  |  |
| To[Name][Street Address][City, ST ZIP Code]Ship ToSame as RecipientInstructions[Delivery Instructions] |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Description | Unit Price | Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal |  |  |
|  | Sales Tax |  |  |
|  | Shipping & Handling |  |  |
|  | Total Due |  |  |

Due upon receipt

Thank you for your business!