INVOICE

SELLER (YOUR BUSINESS)

CUSTOMER (BILL TO)

INVOICE NUMBER

INVOICE DATE

PAYMENT DUE

TERMS OF PAYMENT

DESCRIPTION	QTY	UNIT PRICE	AMOUNT

NOTES

Subtotal

Tax

AMOUNT DUE

Give every invoice its own number, in sequence. If you charge late fees, write the terms on the invoice so the customer sees them before the due date.

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