

INVOICE

Delivery invoice template
avoinvoice.com

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

INVOICE #	DATE	DUE DATE
_____	_____	_____
PERIOD	CUSTOMER REF. / PO	
_____	_____	

DESCRIPTION	QTY × RATE	AMOUNT
Delivery: date, order #, from → to, service level (zone / stop / mileage)		
Delivery: date, order #, from → to		
Delivery: date, order #, from → to		
Wait time / after-hours / rush / oversized		
Fuel surcharge (% of delivery charges)		
Other		

NOTES & PAYMENT TERMS
Net 15 for account customers, due on receipt for single deliveries. Waiting time billed after 10 minutes free at the receiver. Fuel surcharge is applied as a percentage of delivery charges at the rate shown. Claims for loss or damage must be reported within 24 hours of delivery.

Subtotal

Tax

TOTAL DUE _____