

INVOICE

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

INVOICE #	DATE	DUE DATE
PROJECT ADDRESS / PHASE	FEE BASIS / MARKUP	RESALE CERT. #

DESCRIPTION	QTY × RATE	AMOUNT
Design fee: phase / task (hours × rate or flat)		
Procurement: vendor, item, quantity (cost + markup % or net price)		
Procurement: vendor, item		
Freight, receiving, installation, styling		
Sales tax on goods (rate %)		
Vendor deposit / payment received (negative)		

NOTES & PAYMENT TERMS
Design fees due within 15 days. Goods are ordered on receipt of a 50% deposit and the balance is due before delivery; custom and upholstered items are non-returnable once ordered. Pricing is cost plus the markup stated in the agreement; vendor invoices are available on request. Sales tax applies to goods and freight as required by state law.

Subtotal

Tax

TOTAL DUE