

# INVOICE

Sales invoice template  
avoinvoice.com

## FROM

Your business name \_\_\_\_\_

Address \_\_\_\_\_

Phone · email \_\_\_\_\_

## BILL TO

Client name \_\_\_\_\_

Client address \_\_\_\_\_

Phone · email \_\_\_\_\_

|           |         |          |
|-----------|---------|----------|
| INVOICE # | DATE    | DUE DATE |
| _____     | _____   | _____    |
| PO #      | SHIP TO |          |
| _____     | _____   |          |

| DESCRIPTION                     | QTY × RATE | AMOUNT |
|---------------------------------|------------|--------|
| Item (SKU / model), description |            |        |
| Item (SKU / model), description |            |        |
| Item                            |            |        |
| Sales tax (rate %)              |            |        |
| Shipping and handling           |            |        |
| Discount / deposit (negative)   |            |        |
|                                 |            |        |
|                                 |            |        |
|                                 |            |        |

**NOTES & PAYMENT TERMS**  
Net 30 from invoice date. 2% discount if paid within 10 days. Returns within 14 days in original condition with this invoice; custom items are final sale. Pay by ACH, check or card.

Subtotal

Tax

**TOTAL DUE** \_\_\_\_\_