![Diagram

Description automatically generated]()<<Your company name>>

<<Your company address line 1>>

<<Your company address line 2>>

<<Your contact details>>

Bill To: Ship To: Invoice Number:

Invoice Date:

PO Ref Number:

Due Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Number | Item Description | Qty | Unit Cost | Item Price |
| 1 | Marketing Services for Jan 2023 | 1 | $1000 | $1000 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Invoice Subtotal | | $1000 |
| Less Discount |  |  |
| Less Advance Paid | |  |
| Shipping & Handling | |  |
| **Subtotal** |  |  |

|  |  |  |
| --- | --- | --- |
| Tax Type |  | Sales tax |
| Tax Rate |  | 5% |
| Tax Amount |  | $50 |
| **Invoice Total** | | **$1050** |

*Payment Terms:*

*Payment Instructions:*