<<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:*