

INVOICE

Editable Word template • totals update with F9

Invoice no. _____
Issue date _____
Due date _____

FROM / SELLER Business or legal name Address Email / phone	BILL TO / CUSTOMER Customer name Billing address Email / phone
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Milestone or service	Qty	Rate	Amount
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
		Subtotal	\$ 0.00
		Tax (enter amount)	
		Invoice total	\$ 0.00
		Deposit already paid (enter amount)	
		BALANCE DUE	\$ 0.00

NOTES / SERVICE PERIOD Terms, service date, purchase order or supporting details	PAYMENT DETAILS Method, account or reference
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Calculation note: select the invoice table in desktop Word and press F9 to update formula fields. Tax remains a manual entry.