

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
--	--

Item or product	Qty	Unit price	Amount
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
		Subtotal	\$ 0.00
		Tax (enter amount)	
		Invoice total	\$ 0.00

NOTES / SERVICE PERIOD Terms, service date, purchase order or supporting details	PAYMENT DETAILS Method, account or reference
--	--

Calculation note: select the invoice table in desktop Word and press F9 to update formula fields. Tax remains a manual entry.