

**YOUR
LOGO**

YOUR BUSINESS NAME

Street address • city, region • email • phone

BRANDED LETTERHEAD

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

Description	Qty	Rate	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.