Free invoice template

Fill it in, save it with the invoice number in the file name, and send.

From (your business name) _____

Address _____

Phone and email _____

Bill to _____

Customer address _____

INVOICE

Invoice number _____

Invoice date _____

Due date _____

PO number _____

DESCRIPTION	QTY	RATE	AMOUNT

Subtotal	
Sales tax rate	
Sales tax	
Total	
Amount paid	
Balance due	

Payment terms _____

How to pay _____

Notes _____

Fillable PDF: click a cell to type, then save or print. Shaded cells are totals. The Excel version on eminenttax.com adds them up for you.

General information, not tax advice for your situation.