

**Free Invoice Template**

|  |  |  |
| --- | --- | --- |
| [Company Name] |  | **INVOICE** |
| [Company Slogan] |  |  |  |
|  |  |  |  | **DATE:** | 5/13/2011 |
| [Stress Address] |  |  |  | **INVOICE #** | [123456] |
| [City, ST ZIP] |  |  |  | **Customer ID** | [123] |
| Phone: [000-000-0000] |  |  |  |  |  |
| Fax: [000-000-0000] |  |  |  |  |  |
| **BILL TO** |  |  |  |  |  |
| [Name Here] |  |  |  |  |  |
| [Company Name] |  |  |  |  |  |
| [Stress Address] |  |  |  |  |  |
| [City, ST ZIP] |  |  |  |  |  |
| [Phone] |  |  |  |  |  |
| **DESCRIPTION** | **TAXED** | **AMOUNT** |
| [Service Fee] |   |  230.00  |
| [Labor: 5 hours at $75/hr] |   |  375.00  |
| [Parts] | X |  345.00  |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   | [42] | Subtotal |  $ 950.00  |
|  |  |  |  | Taxable |  $ 345.00  |
| **OTHER COMMENTS** |  | Tax rate | 6.250% |
| 1. Total payment due in 30 days |  | Tax due |  $ 21.56  |
| 2. Please include the invoice number on your check |  | Other |  $ -  |
|   |  | **TOTAL Due** |  **$ 971.56**  |
|   |  |  |  |
|   |  | Make all checks payable to |
|   |  | **[Your Company Name]** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| If you have any questions about this invoice, please contact |
| [Name, Phone #, E-mail] |
|  |  |  |  |  |  |
| ***Thank You For Your Business!*** |