

**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 |
|  | | | |  |  |
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|  | | | |  |  |
|  |  |  | [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!*** | | | | | |