COMPANYNAME

INVOICE

|  |  |  |  |
| --- | --- | --- | --- |
| YOUR COMPANY NAME  1234 Main Street  Suite 100  Philadelphia, PA 19147  111.222.3333  [SampleCompany@Sample.com](mailto:SampleCompany@Sample.com)  SampleCompany.com | SHIP TO  Customer Name  Customer Company Name  1234 Main Street  Suite 100  Philadelphia, PA 19147 | INVOICE NUMBER  PAYMENT STATUS  ISSUE DATE  PAYMENT DUE  CUSTOMER ID  WORK ORDER # | 789  Pending  10.28.17  11.28.17  ABCD  123456 |

|  |  |  |  |
| --- | --- | --- | --- |
| QUANTITY | DESCRIPTION | UNIT PRICE | AMOUNT |
| 3 | Item name and description goes here | $20 | $60 |
| 1 | Item name and description goes here | $20 | $20 |
| 2 | Item name and description goes here | $40 | $80 |
| 3 | Item name and description goes here | $20 | $60 |
| 1 | Item name and description goes here | $20 | $20 |
|  | | SUBTOTAL | $240 |
| Thank you for your business!  PAYMENT DUE BY: 9.28.17  Please make all checks payable to [company name],  or find us on PayPal at [handle]. | | DISCOUNT (10%) | -$24 |
| SUBTOTAL | $0 |
| SHIPPING | $0 |
| TOTAL | $216 |

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| --- | --- | --- |
|  |  |  |
| PROJECT NOTES  This is a great spot to add a personalized thank you note to your client. | PAYMENT TERMS  Use this area to specify your payment terms, payment options, or include any applicable warranty information about your products. | QUESTIONS?  Please contact [Name] at [Phone Number] or [Email Address]. |

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INVOICE TOTAL