# PRINTABLE INVOICE TEMPLATE

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## INVOICE

**DATE**

**INVOICE NO.**

*Payment due upon receipt.*

**BILL TO**

**SHIP TO**

| DESCRIPTION | TOTAL |
|---|---|
| | |
| | |
| | |
| | |
| | |
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| | |
| | |
| | |

Remarks / Instructions:

| | |
|---|---|
| **SUBTOTAL** | |
| enter total amount **DISCOUNT** | |
| **SUBTOTAL LESS DISCOUNT** | |
| enter percentage **TAX RATE** | % |
| **TOTAL TAX** | |
| **SHIPPING/HANDLING** | |
| **OTHER** | |
| **TOTAL** | $ |

*Please make check payable to*

THANK YOU

*For questions concerning this invoice, please contact*

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