[Company Name]
[Company Slogan]

[Company Address]
Phone [Phone Number]
Fax [Fax Number]

INVOICE

INVOICE #[100]
DATE: [PICK THE DATE]

TO:
[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone Number]

SHIP TO:
[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone Number]

COMMENTS OR SPECIAL INSTRUCTIONS:
[YOUR COMMENTS]

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
					Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	hello world		

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE	

Make all checks payable to [Company Name].
If you have any questions concerning this invoice, contact: Microsoft Office User at [Phone Number] or [E-mail Address].

THANK YOU FOR YOUR BUSINESS!