INVOICE

FROM

INVOICE NO.

INVOICE DATE

PAYMENT TERMS

DUE DATE

BILL TO

Description	Qty	Rate	Amount

Subtotal

Sales tax (if you collect it)

Total due

HOW TO PAY

No federal law sets invoice contents. Keep a copy: the IRS treats invoices as records of gross receipts.
Free template from duneapps.com/invoice-templates/ · Not legal or tax advice.