

# Free Downloadable Invoice Template Sample for Small Business

Download a **free invoice template** designed specifically for small businesses to streamline your billing process. This customizable sample helps you create professional invoices quickly and efficiently. Simplify your accounting and get paid faster with this easy-to-use tool.

[Download Invoice Template \(DOCX\)](#)

## Invoice Template Preview

<b>Your Company Name</b>  Address Line 1 Address Line 2 Phone: (123) 456-7890 Email: info@yourcompany.com	<b>INVOICE</b>  <b>Invoice #:</b> INV-0001 <b>Date:</b> 2024-07-16 <b>Due Date:</b> 2024-07-30	
<b>Billed To:</b> Client Name Client Address Line 1 Client Address Line 2 Email: client@email.com		
Description	Quantity	Amount
Service/Product 1	2	\$100.00
Service/Product 2	1	\$150.00
	<b>Subtotal</b>	\$350.00
	<b>Tax (10%)</b>	\$35.00
	<b>Total</b>	<b>\$385.00</b>

*Thank you for your business!*